

To Parents/Carers – Whole School

17 July 2020

Dear Parent/Carer

I hope you and your families remain well and are starting to resume some elements of normality in your day to day lives. We do not underestimate the impact that Covid-19 has had on some families and I want today to outline our plans for the full reopening in September 2020 to reassure you that we will be putting in place safeguards to mitigate the risks to our school community.

In September year 7 and 12 will be starting school on Monday 7 September 2020, and the remaining year groups will come into school on Tuesday 8 September. This is to enable the year 7 and 12 groups to have a full day of induction and support them in the new processes and procedures in our school. Moving to secondary school is a very difficult move for many students and we feel this is essential given the current climate and very challenging circumstances.

We do however appreciate the disruption to the education already and so have arranged for the remaining year groups to come in as soon as possible to reduce further loss to their education.

The changes we are making we hope to be short term and we will review every two weeks according to the situation and if new guidance is issued then we will again review our arrangements.

We will need to adjust the school day to achieve a staggered start so that students do not all arrive at the same time. This will also allow us to reduce the number of movements in the school day for all year groups and give us the opportunity of running some breakfast intervention sessions to support students to catch up the gaps in their learning.

Arrival times

Years 7, 9, 10 08:20 am
Years 8, 11, 12, 13 08:30 am

Structure of the School Day

08:30 – 08:55 registration
08:55 – 09:55 P1
09:55 – 10:55 P2
10:55 – 11:15 Break
11:15 – 12:15 P3
12:15 – 13:15 P4
13:15 – 14:00 Lunch
14:00 – 15:00 P5
15:00 – 16:00 P6 (for sixth form and catch up classes only)

Cont...

We have divided the school into zones for each year group and every year group will have their own entrance, toilets, classrooms, ICT facilities, science room and outside space for breaks and lunch. Some spaces have had to be reconfigured in non-conventional spaces to provide the separation required.

We have prioritized the GCSE and sixth form for specialist areas so that they can focus on their examinations and we hope to be able to offer further flexibility after October half term.

The table below shows the zones and the plans are available on our [website](#)

Year Group	Classrooms	Toilets	Breaks	Entrance
7	E Block E1-E8 Science 4 Computer room E9	E Block	Field - by road	Back of English block
8	G3, 4, 5, 6, 7, 8, 11, 12 Science 1 Computer cluster	Yellow zone	Quad and outside DT	Yellow entrance
9	G1, 2,13, 14, 15 GC2 (computer cluster) Science 6 Library; Gym; Main Hall	Atrium	MUGA and tables	Green entrance
10	F3, 4, 5, 6, 7, 8, 9, 11, 12 Science 2, 3 G10 computer cluster	Upstairs	Astro	Pavilion entrance
11	DT Block D1, 3, 4, 5, 6, 7 Computer cluster Science 7, 8 PA2; PA4; G9; F10	DT	Field – beside tennis courts	Blue entrance
12/13	Sixth form study centre F13, 14, 15 Meeting room; canteen F1, F2; Science 5 DT block D2; PA1	Sixth form	Sixth form study centre Pavilion field	PE corridor

The year heads have made an informal video to show their year groups their area so that they will be able to see this before they arrive in September. Ms Ricketts will be writing to you next week to explain the behaviour expectations and home school agreement which will need to be followed to make sure everyone is safe.

Sanitisers will be at every entrance to the school and classrooms and students will be expected to use this as they enter and leave the school and each classroom.

Groups will be allocated as follows:

Year 7 will be taught in mixed attainment groups

Year 8 in Science/Maths sets

Year 9 in Science/Maths sets except for MFL

All other year groups in their normal sets and groups

This will minimise the touch points and number of rooms and students everyone is exposed to.

If students have PE they will be asked to wear their PE kit to school as changing rooms cannot be used.

Cont...

- When students have core PE on their timetable, they are required to arrive at school in their school PE kit. If it is a cold day, they can be in tracksuit bottoms.
- If possible, students should bring a spare pair of trainers with them so they can change into them after being outside. This is to prevent students being in damp trainers throughout the day and to reduce mud coming into the main school building.
- If it is raining, the lessons will be based in a classroom and we will be teaching lessons based around leading a healthy, active lifestyle.
- If students cannot take part in lessons due to injury or illness, students need to bring a note in to excuse them as normal. They can still be in PE kit to assist with coaching or leadership opportunities. They will not be asked to do anything to make their injury worse or that goes against the PE Covid-19 Risk Assessment.
- Planned activities in the first half-term are based around the current Government Guidance. This allows us to cover some tennis, athletics and fitness which will take us to half-term. Once more information is available and measures have been lifted, other sports will be planned into the curriculum.
- GCSE PE students will also need to be in kit when they have their practical lessons. Year 11 GCSE PE students will start on Athletics and Year 10 groups will start with Badminton.
- If you have any queries with regards to PE, please contact Mr Taylor Head of PE d_taylor@taverhamhigh.org

For the first half term parents are encouraged not to come on to school site unless there is an emergency, or you have a permit as agreed with the pastoral or SEND team. We will plan to provide meetings and parents' information events remotely; more information will be provided on this at the start of the new term.

We have an excellent catering team but initially the menu will be reduced to enable a safe and effective service. Food will need to be pre-ordered at the start of the week and this will be delivered to their year group areas. A letter will follow next week to explain this fully.

A considerable amount of planning is going into ensuring we continue to provide the excellent SEND and wellbeing support that many of your children receive. We have engaged additional specialist staff for intervention in Maths and English, planned an effective literacy focus for the year ahead, advertised for additional staff for nurture and the Ace team and engaged an external agency to provide specialist one to one support for anxiety and Covid related stress. In addition, subject specialists have planned how to identify gaps in learning and will be adapting their scheme of learning and intervention to support students to achieve the best they possibly can. We will be engaging former sixth form students to run mentoring with our younger students under the careful monitoring of heads of subject.

During the summer break regulations and the Covid situation may change and so we may need to update our risk assessment and some of this information. If this is the case, we will write to you before term starts to keep you updated.

I am so excited about the term ahead and the chance to get our students back in school, where they belong. We have missed them all and with the detailed plans we have in place I am certain that they will flourish in the term ahead.

Yours faithfully



Ms C Dallas
Headteacher