



NORHAM
HIGH SCHOOL

Believe – Strive – Achieve

Dear Parents/carers,

I hope this letter finds you well.

As I mentioned in my last letter, I am writing to you with further details regarding the Year 10 timetable that starts on Monday 15th June 2020. Thank you for your patience during this time. Please ensure you read the information in this letter carefully, alongside our COVID-19 Risk Assessment that can be found on our website, to ensure you understand what is expected when pupils come into school. I apologise that this letter is not my usual style but it is important that I share this key information with you.

General Information

Pupils must not attend school if they are displaying any symptoms of COVID-19. As a reminder, the main symptoms are:

- High temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature).
- New, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).
- Loss or change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal.

Travelling to and from school

All pupils have been assigned to 1 of 4 groups / bubbles.

These groups are called A, B, C, or D and will all receive a 2 hour session each day.

2 groups will come in the morning for an “am” session - arriving at 8.50am for a 9.00am start. The session finishes at 11.00am

The other 2 groups will come in in the afternoon for a “pm,” session - arriving at 11.50am for a 12noon start. This session finishes at 2.00pm.

All pupils will enter and exit the school building via the **science block** and will be assigned to one classroom only, pupils have their own sink, soap and paper towel.

A text will be sent to parents with regard to what session their child is attending each week. Hand hygiene areas are located within each of these rooms. As a precaution, pupils should wash their hands before they leave home.

Pupils should arrive no more than two minute before their start time. Staff will meet pupils and escort them to their learning space. At the end of the session pupils will be escorted to leave the building and must return home.

As is the case within the wider community, pupils must continue to have a responsibility to remain 2 metres apart from other pupils and staff before, during and after they leave the school site.

In lessons

- Windows and doors will be open to aid ventilation
- Science classrooms will be set up so that pupils are seated at least 2 metres apart
- The class room teacher will seat pupils one at a time. Pupils will remain in the same room and at the same desk, throughout their time on site.

Breaks and lunch time

Please ensure pupils bring an adequate supply of drinking water (bottled) and a snack, as the school kitchen is not open and there will be no break time. Classroom teachers will facilitate socialising during lesson time but this will be at a safe distance from one another.

Uniform

One of the key aspects of return is cleanliness. We understand that pupils may have outgrown their uniform, and to allow for this and as much change as possible we would like pupils to not attend in their school uniform. This is to allow for pupils to attend each day in a clean outfit. Pupils must attend in sensible and appropriate clothing i.e. no crop tops. Members of staff are also required to do the same. Upon arriving home we strongly recommend that a shower or bath is taken and school clothes are washed.

Pupils must **not** bring a school bag or equipment onto the school site. Pupils will be provided with learning materials and these will remain the pupils for the duration of this time.

Pupils will be asked to place coats on their stool.

Toilets

Specific designated toilets have been allocated to all people on the school site, however, it is advisable that wherever possible, pupils use toilet facilities **before** coming to school.

If a pupil becomes unwell

If a pupil becomes unwell during their learning they will be removed from their classroom and placed in an office space close to the main reception area until they can be collected by a parent/carer. They will be supervised during this time.

Behaviour on the school site

In the unlikely event that a pupil will not comply with the expectations that have been set out above, or display behaviours that put others at risk, for example spitting or pretend to cough, the pupil will be removed from their learning and we will contact you to discuss the next steps. Our usual school sanctions and behaviour expectations still apply during this time.

Concluding comments

We appreciate that this is a new situation for all of us and not a usual school experience. Our aim is for lessons to be a reassuring and positive experience for all pupils. Staff will be available to help pupils follow the instructions outlined in this letter and ensure they remain safe. If you have any questions please do not hesitate to contact the school office.

Take care and stay alert,

Mr T Conway.