

6th October 2020

Dear Parent/Carer

I am writing to you to provide you with a reminder of what we have had in place from 1st September 2020 to keep students and staff as safe as possible during school hours. Please be reassured that our protocols are in line with local and national guidelines.

- Masks / visors have been provided for all staff.
- Perspex screens have been placed on teachers' desks, if requested.
- Two metre tape has been placed around teachers' desks to maintain a two-metre distance between students and staff.
- Masks have been provided for all students. Spares are available if a student forgets their mask.
- A one-way system is in place to avoid over-crowding in the corridors.
- Classroom layouts have been changed so that all desks are facing forwards. Perspex screens have been installed in Science labs and ICT rooms to protect students who have to sit facing each other.
- Seating plans are in place in every classroom to enable tracking protocols to be followed in the event of a confirmed case.
- There are hand sanitiser stations, tissues, and bins for tissues in every classroom.
- Each year group has been allocated their own zone, including an indoor area, an outdoor area and a set of toilets.
- Each year group has been allocated a separate session in one of the canteens at lunchtime to minimise contact between year groups. All year groups have access to an indoor space and an outdoor space at lunchtime to eat their lunch.
- There are cleaning products in every classroom, and desks are cleaned by class teachers at the end of every lesson.
- We have purchased six industrial anti-viral spray machines to sanitise rooms and to enable practical work to be undertaken and computers to be used.
- The Communication Disorder Unit has been provided with its own aqueous ozone cleaning system (donated by a local business).
- Three cleaners are on site all day to ensure that high-use surfaces (door handles, banisters, etc.) are cleaned throughout the day.
- A team of cleaners ensure that all areas of the school are cleaned every evening.

I hope that this information is helpful.

Kind regards,

Debra Baldock
Headteacher