



Smithdon High School  
Mr J Hirst  
Headteacher  
Downs Road, Hunstanton  
Norfolk PE36 5HY  
Telephone: 01485 534541  
e-mail: [office@smithdonhigh.org.uk](mailto:office@smithdonhigh.org.uk)  
website: [www.smithdonhigh.org.uk](http://www.smithdonhigh.org.uk)

Re: AGi/LT

2 September 2020

Dear Parent

I hope you have all had a good summer break and that your child is as excited as we all are to get back to school - and to some form of normality. Having said that, please remember that this is not 'Back to School in September' as we know it. In light of all the guidance and Covid-19 impacted changes, this is very much about students returning to school subject to the safety of all children and staff.

Please be aware that there is a new email address for reporting student absence - [attendance@smithdonhigh.org.uk](mailto:attendance@smithdonhigh.org.uk) - please use this from now on, as it will go directly to our new Attendance Officer, Mrs Cummings.

To support a safe return, we would like to draw your attention to a number of details in advance of the start of the new school year - in addition to the booklet we sent out at the end of the Summer Term in July. (Please find this Guide attached - and do read this if you haven't already, though note some changes re. face masks and transport are at the end of this letter, as well as some additional information). This additional guidance should be read alongside that booklet for a complete guide to students' return to school.

Please also be aware that as part of our support for students in their transition to returning to school full time and getting used to 6½ hour days again, for the first three to four weeks students may receive less homework than normal. We will rebuild this gradually as students adapt to being back at school.

As you will be aware, the government has recently changed its stance on the wearing of face coverings in schools. As such, Smithdon High School (alongside the West Norfolk Academies Trust) is recommending that pupils, staff and visitors wear face coverings in communal areas outside the classroom, e.g. in corridors. Furthermore, following Government guidelines face coverings in classrooms should be avoided if possible as other protective measures are in place.

If Smithdon was to be placed in local lockdown then face coverings should be worn by adults and students in communal areas where social distancing is difficult, e.g. corridors - we will advise parents further if this becomes the case.

Government guidance is explicit that no one should be excluded from education on the grounds of not wearing a mask. As long as the face covering is suitable for a school setting (i.e. not offensive, inappropriate or frightening in language or image use, at the Headteacher's discretion) no student will be challenged for wearing a face covering.

A reminder that the school is now a cashless site and canteen accounts must be updated online via the ParentPay app. If you have any questions about how to do this, please contact the school office as soon as possible to ensure your children are able to access funds on their account.

Finally, to aid us in our planning for the return to school, we would ask that you complete the following survey. <https://forms.gle/ZvRpgcvqnnPGqZ7Q8> by **8pm Sunday 6 September**.

With staggered break and lunch times for every year group, the first part of the survey is regarding your child's potential use of the canteen to support our chef in planning the numbers and types of food available. The second part of the survey is for us to make our contingency plans and be ready to support



you and your child in the event of any local lockdown enforcements or future school closures (partial or full) caused by Covid-19 developments. In the event of further closure, we will endeavour to transition to online/remote learning as quickly as possible. We are compiling this comprehensive register of students who have restricted or no access to online resources so that these students are not disadvantaged.

Parents are encouraged to visit [www.gov.uk/backtoschool](http://www.gov.uk/backtoschool) for information and practical guidance to help you plan for your child's return to school, as well as the Norfolk County Council's guidance videos: <https://www.justonenorfolk.nhs.uk/return-to-school>.

If you have any concerns, please don't hesitate to contact us. In the meantime, enjoy the last few days of the summer holidays and stay safe.

Yours sincerely

**Mrs A Gibbins**  
**Head of School**

## September 2020 Additional Guidance for Returning to school

### Health and Safety

We are looking forward to seeing all the students again and returning to learning together. Student and staff safety is our priority in making sure this can go ahead effectively for everyone.

The key things for parents to assist the school in this are:

- Be aware of the symptoms of Covid-19 and **do not** send your child to school if they are unwell with possible Covid-19 symptoms
- If you suspect your child may have Covid-19, you must get them tested as soon as possible and report the results to the school as soon as you receive them
- Remind your child to wash their hands frequently - including on return home from school - and regularly use the sanitiser available in school
- Remind your child to maintain an appropriate distance from friends, peers and all staff (avoiding close face-to-face conversations and unnecessary physical contact)

As part of the protective process within school, it is important to ensure that your contact details are kept up to date in order to keep in touch easily and to support the Test and Trace system, should it be required.

Please be aware that:

- Should your child develop potential symptoms during the school day, you will be called and must collect your child promptly if any member of their household
- You will be advised by the school about testing arrangements, where it is required and are encouraged to share test results as soon as they are known
- If any member of your household develops symptoms, you must notify the school as soon as you are aware of this, and collect your child promptly
- Your child may be asked to isolate if a member of their group tests positive for COVID-19 and they are within the same main or extended group or have otherwise been identified as a close contact
- Parents are to notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections

### Face Coverings:

Please ensure your child is aware of the guidance regarding safe usage and removal of face coverings, if they will be wearing one on their journey to and from school and/or in school:

- The wearer must not touch the front of their face during use or when removing the face covering.
- They must bring a bag or other suitable receptacle with them to place the covering in when not being worn - if reusable
- If disposable, single use, the covering must be disposed of in a bin (a covered bin will be provided at the sanitising station by the pedestrian gate entrance on the playground, if disposing of coverings used on transport or when leaving the site)
- All students must use the sanitiser station and perform hand hygiene on arrival to the school site before and after removing their face covering.

It is vitally important that all our Covid-19 guidance and information is adhered to by all students, but I draw particular attention to two of our long-standing rules:

- No aerosol sprays should be brought or used on site
- No chewing gum is allowed

Both of these can significantly increase the potential for Covid-19 to spread quickly and pose additional Health and Safety risk to all staff and students and use of either of these items on site will lead to severe consequences being issued.

We want to ensure the general health and wellbeing of all our school community, as such we will be encouraging students to drink plenty of water throughout the day, and they will be encouraged to keep a bottle of water (no other liquid) on their desks during lessons. As such, please remind your children to bring water bottles into school with them every day.

Please note that government guidance is clear that pupil uniforms do not need to be cleaned any more often or by using any different methods than usual.

Finally, there will be a one-way system in place around several parts of the school and entrances and exits from buildings will be clearly marked. On arrival at school, students should go directly to their tutor rooms (please be aware that some of these may have changed for students in Years 8 to 11). For additional information on this, please see the site maps [here](#) and a video explaining the routes and where students should go [here](#). At the end of the video there is also an overview of where each tutor base room will be and any changes to tutors.

### Equipment

In a change to our previous working approach, students will need to take responsibility for their own exercise books and remember to bring the relevant books into school each day, in order to prevent any potential cross-contamination. It is also essential that students remember to bring all the basic equipment into school every day, as teachers are not allowed to lend any equipment to the students - and they should not be passing/sharing equipment amongst themselves either. As such, we are asking parents to help ensure that your child is organised for each day and check they have the correct equipment and the relevant books for each day's lessons (according to their timetable) before they leave for school each morning. Best practice is to ensure that bags are packed and ready to go, before your child goes to bed the night before.

Students should limit the amount of additional equipment they bring into school each day to essentials, such as lunch box, hat, coat, books, stationery and mobile phone. Bags are allowed.

Students **must not share personal items**, such as mobile phones, calculators, etc., with other pupils.

### Students' First Day Back at School

As per our previous letter, students are returning to school on a staggered plan, as follows:

Year 7 and Year 11	Monday 7th September onwards
Year 10	Wednesday 9th September onwards
Year 8 and Year 9	Thursday 10th September onwards

All students will:

- enter the site via the Pedestrian Gate as normal
- be able to store a bike in the bike rack if required
- be asked to place their face covering into a bag or the bin
- be directed to sanitise their hands and then follow the one-way system around A Block to their tutor room
- be reminded of the school's expectations, rewards policy and behaviour policy in tutor time, including being made aware of the revised elements of the behaviour policy with regards to Covid-19 (such as keeping the appropriate distance from others; following the school's site directions; sanitising/wiping hands and personal desk spaces when directed; not coughing over others; etc.)

Please support the school by encouraging your child to understand the reasons for these additional behaviour measures and remind them that it is to protect their own welfare as well as the welfare of others. Severe consequences if your child fails to adhere to the safety guidelines, could include being asked to collect your child from school immediately.

### Travel to school:

Please be advised that:

- it is preferable that members of the same household should walk to the school together where possible
- parents and children should not walk together in large groups
- where parents are accompanying children to school, only one parent is to conduct dropoff and pickup of their child
- only the same household members should travel together by car
- parents, staff and pupils should not gather in parking areas
- pupils, parents and staff should wash their hands before and after using transport services
- Pupils, parents and staff should follow government guidance regarding wearing face coverings when travelling on public transport, unless it is not safe to do so

Please see the Norfolk County Council transport leaflet guidance [here](#) for additional information.

#### Covid-19 Symptoms

The key symptoms identified by the Government are:

- A high temperature
- A new and continuous/persistent cough
- A loss or change of taste and/or smell

#### In the event of an outbreak, the school will:

Follow the comprehensive guidance issued by Norfolk County Council on the management of cases. See the link below for further details.

<https://www.schools.norfolk.gov.uk/coronavirus/health-safety-and-wellbeing>

#### Parent meetings

In order to comply with reducing the number of visitors on site, parents and carers should contact the school by telephone in the first instance, and only attend the school site where you have a pre-arranged appointment to do so. Where possible we will offer online meetings as well as phone calls rather than face-to-face appointments. We do, of course, realise that in some cases a face-to-face meeting will be the best, or only possible, course of action. In these situations, parents will be given a specific appointment time to attend and advised about our current Covid-19 visitor guidance and requirements, to support the school in preventing the spread of infection. Where on-site meetings are required the number of staff involved in the meeting will be kept to a minimum, in line with infection control requirements.

#### Norfolk County Council Advice

NCC has asked schools to communicate the following information to parents regarding external providers of activities and/or childcare:

- Where parents use childcare providers or out of school activities for their children, they should be encouraged to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this. As with physical activity during the school day, contact sports should not take place and activities that encourage shouting, singing or chanting, or the use of wind/brass instruments in groups should be avoided
- Parents are encouraged to limit the number of other settings attended by your child, ideally ensuring they only attend one consistently and try to use those that are local and to walk or cycle where possible.