



School Reception Procedure

For general enquiries, please phone on [01603 867740](tel:01603867740) or email office@taverhamjunior.norfolk.sch.uk

Only enter the reception area if your need cannot be met over the phone or via email.

If you need to enter the reception area, please follow the guidance below:

- One visitor at a time permitted in to the reception area
- Other visitors to follow social distancing markers for any queue
- Visitors will be asked to confirm that they do not have symptoms (no matter how mild) before entering the premises.
- Visitors will wash their hands on arrival (to be directed to nearest sink by office staff)
- Signing in/ out will be done verbally and recorded by office staff
- Any deliveries to be made following social distancing guidance