



September 2020

Dear Parent/Carer

After today's announcement by the Prime Minister on the current picture pertaining to COVID-19 and the tightening of restrictions in England and in order to ensure that staff and students are safe, we have made the following decisions:

- From Monday 14<sup>th</sup> September the wearing of face coverings will become compulsory for all pupils (apart from those who have medical exemption in terms of wearing one) in corridors, stairwells and social areas that are inside.
- Face coverings must not be worn in the classroom unless a pupil (or member of staff) is required to wear one for medical reasons
- All students will be reminded on how a mask should be worn and how it should be removed (see below)

Therefore, from Monday 14<sup>th</sup> September, along with their hand sanitiser ALL students MUST have their own face covering in school. Any student that does not bring a face covering to school will be issued with a 30-minute school detention.

Please contact your child's Year Leader/Student Support Manager if your child has a medical exemption or if you are having difficulty getting access to a face covering for your child.

As has been stated previously in order for face coverings to be effective it is essential that they are used correctly. Please can you go through the following points with your child.

A face covering should:

- cover your nose and mouth while allowing you to breathe comfortably
- fit comfortably but securely against the side of the face
- be secured to the head with ties or ear loops
- be made of a material that you find to be comfortable and breathable, such as cotton
- ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used)
- unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged
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When wearing a face covering you should:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- avoid wearing on your neck or forehead
- avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- change the face covering if it becomes damp or if you've touched it
- avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering shops on a high street)

When removing a face covering:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- do not give it to someone else to use
- if single-use, dispose of it carefully in a residual waste bin and do not recycle
- if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed

Many thanks for your support in helping us to control the spread of this virus.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J Topham', with a stylized flourish at the end.

Mr J Topham  
Headteacher