



2 September 2020

Dear Students, Parents, Guardians and Carers

We are very much looking forward to welcoming all students back to school next week and we hope that you are all ready for the start of the new term. Last week I sent out a reminder about where you can find the information on our website about the start of the school term and the protective measures that we are taking to minimise the risk of transmission.

Since I last wrote, the Government has made an announcement about the wearing of face coverings/face masks in schools. As we are not in an area of intervention there is no official requirement for students or staff to wear a face covering or mask but we are happy for staff and students to do so if they wish. Our policy is as follows.

Students and staff may wear a face covering of the type that is secured behind the ear by loops when travelling around the school in corridors and communal areas. They should be removed and stored safely in a bag when in the classroom and when outside. Face coverings should be school appropriate with no offensive markings, logos or graphics.

If a face covering or mask is worn it is very important that students adhere to the following guidance:

#### **How to wear a face covering/mask**

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.

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 it 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.

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.

If you wish your child to wear a face covering or mask then please can you go through these procedures with them before the term starts. We will remind them again during tutor time in the first week but it is important they know what to do.

It may be helpful to remind students and parents that hand hygiene is an essential aspect of controlling the spread of the virus. We have installed new indoor and outdoor hand washing facilities for use at break and lunch. We also have hand sanitiser in every classroom and we expect every student to have clean hands upon entry to the classroom. For extra peace of mind it would be sensible to ensure that your child has their own small bottle of sanitiser with them and a packet of tissues.

Finally a last reminder about equipment. It is essential that students arrive at school with the correct equipment (pens, pencils, rulers, rubbers etc.) as we will not be able to lend out equipment in school. Specialist equipment needed for particular subjects such as Art and Science will be provided for students to use and this will be cleaned before its next use.

We are looking forward to seeing everyone again next week.

Yours sincerely

**Jim Parker**  
**Principal**