



Our Ref: JPT/HMH

1st September 2020

Dear Parents/Carers

We are looking forward to welcoming our students back to the start of our new school term.

In light of changes to the Government guidance regarding face coverings we have amended our school policy as follows:

Face Masks

We have made the following decisions on the use of face masks when the school is open to students:

- Students will be expected to wear face masks when they enter the site, until they enter their classroom.
- Students will be expected to wear face masks when they leave their classroom, until they leave the site at the end of the day.
- Students will be expected to wear face masks when moving to lessons and queuing for food/using toilets. Students will also have to wear face masks in indoor communal areas for example, the Sixth Form Area.
- Students who deem it necessary to wear a face mask in a lesson, will not be prohibited (please note: DfE Guidance believes this is not necessary.)
- If students are in an outside space during social time, they will not have to wear masks.
- All students using public transport/the school bus must wear a face mask whilst on the bus.
- Staff will wear face masks when moving between lessons and indoor communal areas (where social distancing cannot be maintained). Staff have the option to wear a face visor whilst teaching so this will not impede communication.

Expectations for the use of face masks in school:

- Face masks worn should preferably be of a plain colour or small pattern (with no contentious words, patterns or images and no bandanas or scarves or pulling up of clothing).
- Face masks should be worn correctly covering the face and nose. If a student is wearing a covering incorrectly e.g. on the chin, they will be asked to wear it correctly or to remove it.
- Students may be asked to remove their face mask by a member of staff (where social distancing measures can be maintained) for a short period to aid communication.
- It will be the parent's responsibility to ensure the wearing of a face mask by their individual child, if they deem it necessary.

The wearing of face masks in school will be reviewed on a regular basis in line with guidance from the DfE and Public Health England and we reserve the right to change our position, with the expectation of your continued support.

Additional information

ParentPay

Please ensure you have added monies to your child's Parentpay account as we will no longer be accepting cash on school premises. There will be a canteen service at lunchtime for students but no canteen at break time so please ensure your child has their own break time snack if they require one. Year 7 will be given a letter with log in details for ParentPay on Thursday 3rd September and you will be required to set up an account and add monies to this before Monday 7th September.

Reminder to Students to follow these guidelines when they are in school:

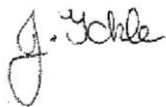
- Use the one-way system.
- Abide by social distancing when possible. No hugging, fist bumps or touching others.
- Come to school equipped. Equipment must not be shared.
- Don't share food.
- Wash your hands or sanitiser after visiting the toilet, at the start of each lesson and before eating.
- Try to avoid touching your mouth, nose and eyes.
- Use a tissue or your elbow to control a cough or sneeze. Catch it, bin it, kill it.

Guidance on what to do if you have COVID symptoms?

- If your child or anyone in the household has COVID symptoms they should stay at home, arrange a test and share the result with school. You should follow the advice of NHS test and Trace and stay at home in line with the guidance.
- If there is an outbreak in school, we will work with the local Health Protection Team and follow the course of action we are instructed to carry out. Students who feel ill during school hours should report it immediately to any member of staff.
- Your child will not be allowed to return to school unless they have a proven negative test.

We look forward to welcoming the students back to school; Thursday 3rd September for Years 7 and Year 12, Friday 4th September for Year 10 and Monday 7th September for the rest of the school.

Yours sincerely



Jamie Tickle
Headteacher