

1 November 2020

Dear Parent/Carer,

I hope you have all had a good half term break.

As I know you are aware, the Academy has put all the necessary arrangements in place for school re-opening after the summer, and we have been following all the control measures set out in the Government guidance and our risk assessment. However, in light of national developments this week, and the fact that local Covid transmission rates are increasing, we would like to update our procedures around the wearing of face masks.

We had originally said that the wearing of face masks was only allowed in communal areas, corridors and in areas where it is difficult to safely maintain 2 metres social distance. However, from **Monday 2 November**, the wearing of face masks when moving around the premises **indoors**, outside of classrooms, such as in corridors, toilets and communal areas where social distancing cannot easily be maintained will be **compulsory for ALL staff and students** (unless medically exempt). This includes in the Sixth Form common room and Pastoral Support Hub.

It is all of our responsibility to keep each other safe and we anticipate full compliance based on how well our students have adapted since the return in September. However, going forwards, where a student repeatedly and deliberately puts the safety of others in jeopardy we will follow our updated behaviour policy and sanction accordingly. It is reasonable to assume that students will now have access to face masks due to their increasing use in wider society, therefore, the Academy will NOT be supplying masks. However, if anyone requires additional support regarding face masks, then please contact your child's Head of House for assistance.

In line with the Government guidance, face coverings are not necessary in classrooms and other learning spaces (including PE) during the course of the normal timetabled day. Students can only wear face masks in lessons if this has been agreed by the Academy following medical advice. Students should keep their face mask safe and secure on their person when not in use. Please note the guidance on the wearing of face masks:

**Guidance on the wearing of face masks:**

- Face coverings should only cover the mouth and nose – they should not be worn on the neck or forehead
- Face masks are for personal use only – they must not be given to or shared with anyone else

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- They should be a single colour and plain in appearance
- Students should wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face mask on
- They should be worn appropriately and sensibly.

**Safe removal of face masks: For both disposable and reusable face masks:**

- Students should not touch the front of their face mask whilst removing it - only handle the straps or ties
- Students should wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before and after removing.

**Disposable:**

- Students wearing a disposal face mask should remove it and place it in the bins provided.

**Reusable:**

- Students wearing a reusable face mask should remove it, place it in their own personal sealable plastic bag, eg a sandwich bag or ziplock bag and place in their bag in order for them to take it home.

**Travel to and from the Academy:**

- If travelling on public transport to and from the Academy or lift sharing, all students should wear a face mask as per government guidance.

**Staff PPE:**

- Where PPE is recommended: PPE will be worn by staff where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at the Academy. A member of staff may wear a face mask or visor if a distance of 2 metres cannot be safely maintained.

Thank you for your support in upholding this increased safety measure – I will be sure to write again with any further developments or change to the guidance.

Yours sincerely

**Mr M Avoth**

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