



15 September 2020

Dear Parent/Guardian

Use of face coverings within the school

As you know, we are continually monitoring procedures within school and reviewing our risk assessment regularly. Over the course of the weekend and throughout Monday, we have reviewed our risk assessment in light of the recent increase in the R rate and would like to inform you that with effect from **Wednesday 16 September**, the wearing of a face coverings will be **compulsory** in school when in corridors, communal areas and walking across the site between lessons. We would also like to extend this to students entering and leaving the school at the start and end of the school day. This means that as a student enters the school gates that they should be wearing their face covering. At the end of the day this can only be removed when they leave the school site. Please note that students will be asked to remove face coverings when in the classroom or teaching space for lessons. Face coverings have been advised by the government in areas which may prove difficult to social distance, and despite our best efforts, we are an exceptionally large school and some areas are more congested than others and by wearing a face covering we reduce the risk to other members of our community. In addition, we are asking that, if possible, students bring in their own hand sanitiser to support good hand hygiene but this is not compulsory. As a school, we have introduced wall sanitisers and bottles of sanitisers in classrooms but this will further enhance the opportunity for students to maintain good hand hygiene. We have a member of staff cleaning regular touch points throughout the school site during the day and the toilets are regularly inspected for soap.

Where and when will my child need to wear a face covering?

- Students should have their coverings on as they enter the school gates and put them on before leaving the school site at the end of the day. These should be kept on until they have left the school site.
- In corridors, communal areas and anywhere on site when transitioning between lessons where it is difficult to adhere to social distancing.
- At breaktime.
- At lunchtimes, but once entering the dining room they will be able to take them off and will be asked to put them back on as they leave the dining room.
- In the toilets.
- NOTE – 6th form students will be required to follow the above but in study areas face coverings are optional in line with classroom expectations.

What will my child need to bring in to school?

- **A face covering** - This could be either a visor or a mask. We would recommend a reusable one so that it can be used more than once, as students need to take it on and off several times during the school day. Their face covering should be secured to their head using ear loops only. Please note that any covering brought into school must be non-offensive and not contain any logos, flags or offensive language or images.
- **A sealable plastic bag** to keep their face covering in when it is not in use so that it does not contaminate or get contaminated by other surfaces in school.

Where can I get a face covering?

- Reusable and single-use face coverings are available to buy in shops or online;
- Instructions from the government on how to make a cloth face covering are available [here](#). Please ensure that you supervise your child if you do choose for your child to make their own.

How should my child use their face covering?

- Please watch [this video](#) from the World Health Organisation with your child so they know how to wear their face covering safely. This will also be put on the Year Group Google Classrooms;
- Their face covering needs to cover their nose and mouth when they are wearing it;
- They should not touch the front of the face covering or the part that has touched their mouth or nose;
- They should sanitise their hands before and after touching the face covering, including to take it off or put it on. They should store it in an individual, sealable plastic bag between uses; If they lose this, it should be placed in their bag or blazer pocket.
- If it becomes damp, they should not wear it, and they should replace it carefully;
- Single-use face coverings should be disposed of after use in the classroom tissue bin or in the outdoor bins around school.

How often should face coverings be washed or cleaned?

- Reusable face coverings will need to be washed or cleaned at least at the end of each day, ready for your child to wear the next day;
- You can wash and dry reusable face coverings with normal laundry – follow the washing instructions for the fabric and use normal detergent;
- Face visors will need to be cleaned with an antibacterial cleaner at least at the end of each day.

What happens if my child is exempt from wearing a face covering?

- If your child is exempt, they will not be required to wear one in school. Further guidance is available [here](#);
- Please notify us on mesoffice@maidenerleghtrust.org if this applies to your child so that we do not ask them to wear one.

What happens if my child does not bring in a face covering?

- Any student arriving in school without a face covering, or with a face covering which is considered inadequate, will be sent to Inclusion for a disposable face mask. These will be charged to parents at the rate of £1 per mask provided via parent pay;
- Failure to come in to school with a mask will be treated as an infraction of our uniform policy and will be dealt with accordingly.

We have not taken this decision lightly and understand that there are conflicting views on the use of face coverings. However, as a community we must support each other and the use of a face coverings protects others and potentially some of our most vulnerable students and families and that is why we have decided that now is the right time to introduce this. I am incredibly proud of

how #TeamMaidenErlegh works together and I am sure this will demonstrate it once again. Thank you in advance for your co-operation.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'P. Gibson', with a stylized flourish at the end.

Mr P Gibson
Headteacher