



15 September 2020

Dear Parents/ Carers

Use of face coverings within the school

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 covering will be **compulsory** in school when in corridors and in communal areas. Please note that students will be asked to remove face coverings when in the classroom or teaching space for lessons.

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

- In corridors and communal areas where it is difficult to adhere to social distancing from staff, when moving around the school;
- At breaktime;
- At lunchtimes, until asked to remove it at the start of service.

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. If this is not an option, students will need to bring in several single-use face coverings each day. Their face covering should be secured to their head using ear loops only. Please ensure that your child has sufficient coverings to last the entire school day. Please note that any covering brought into school must be plain and in a colour in keeping with the school uniform;
- **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. We will watch this in class too;
- 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 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 yellow bio-hazard bins available at the main entrances/ exits.

How often should face coverings be washed or cleaned?

- Reusable face coverings will need to be washed or cleaned at least 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 meroffice@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 Student Services for a disposable face mask. These will be charged to parents at the rate of £1 per mask provided;
- 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.

I would like to thank you in advance for your co-operation with this. Please contact your child's tutor if you would like to discuss this matter further.

Student Absence

If you need to report a student absence, please email merattendance@maidenerleghtrust.org stating your child's name, tutor group and reason for absence. If you are unable to email, parents can contact the school by telephone 0118 966 8065 and selecting option 1. Please note however that the phone lines are very busy in the morning and email notification is therefore our preferred method of communication.

Anyone presenting with;

- a new and persistent cough; and/or
- a high temperature;
- and/or a loss or change to their sense of smell or taste must be treated as a suspected COVID-19 case and should not attend school.

Please inform the school of the absence as above.

You must either call 119 or go to www.nhs.co.uk to arrange for a test. You should advise school once you have the result of the test. In the event of a negative result, your child should return to school once they are feeling well.

In the event of a positive result your child will need to isolate for at least 10 days from when the symptoms began and all members of the household should self-isolate for 14 days. You can stop self-isolating after 14 days if you do not get any symptoms. If any symptoms appear, you should apply for a test and repeat the process. Your child should only return to school once the isolation period has ended, and is no longer displaying symptoms. Your child must not have had a temperature within 48 hours of returning to school.

We would urgently request that all parents inform the school of any changes to contact details in case your child needs to be collected from school. You are able to update your contact details via the SIMs Parent App. Please email parentapp@maidenerleghtrust.org for support.

In order to limit the number of visitors in school, please can we remind parents to contact us by email meroffice@maidenerleghtrust.org for any assistance required. An appointment may be offered if your query is regarded as essential. Parents must only come into the school in case of emergency.

Thank you for your continued support.

Yours sincerely



Mr A Johnson
Headteacher