



2 December 2020

Dear Parent/Guardian

Hands, Face, Space – Keeping the School Community Safe

As we do with many different aspects of school life, we are currently refreshing and reminding students of the high expectations we have of them, particularly around how we keep ourselves and the wider school community safe in this current climate.

At Maiden Erlegh School in Reading, we are instilling on students the mantra of; 'Hands, Face, Space'. These three words summarise the regular routines we practise in school. This week during assembly, students are being reminded about the part they must play.

Hands

- Clean their hands when entering lessons using hand sanitiser provided;
- Clean their hands when leaving lessons using hand sanitiser provided;
- Clean their hands with soap and water when using the toilet;
- Clean hands before and after lunch.

Face

- Bring in a suitable face covering each day;
- Wear a face covering in the corridors at all times;
- Wear a face covering when in communal areas unless sitting down to eat;
- Put a face covering on before leaving the classroom to move to their next lesson.

We published detailed guidance on face coverings in school earlier in November, which you can find [here](#).

Space

- Clean their work space at the end of each lesson;
- Socially distance from other students not in their bubble where ever possible;
- Enter the school and exit the school via their designated entrances.

Students must follow these rules and routines at all times to ensure we keep each other safe. If students are wilfully defying the school rules and/or they are putting the school community at risk, immediate action will be taken including possible consequences in line with the school behaviour policy/addendum. This is available on our website [here](#).

As you are aware, we are continually working hard to ensure that guidance is followed and that measures are in place, wherever possible, to reduce risks to the wider school community and of potentially needing to close the school. As a reminder, our risk assessment document can be found on the website [here](#).

Thank you in advance for your support with this.

Yours sincerely

Mr D Hood
Assistant Headteacher