



CLAYTON HALL ACADEMY

CRE/JFI

26 August 2020

Dear Parent/Carer,

Following recent changes in government guidance, and having reviewed the guidance from the World Health Organisation (WHO), we have taken the decision that from 1 September 2020 we will expect all staff and students (including those who are not yet aged 12) to wear face coverings as they move about our buildings. Once students reach their seat or staff take their place within their marked teacher desk area, then face coverings can be removed. In outdoor areas face coverings can be removed. At all times staff and students are advised to maintain social distancing.

There is specific advice on wearing face coverings below which we would like all staff and students to adhere to, as issued by the Government, and we ask that **all staff and students ensure they have face coverings for use at school at all times**. Guidance suggests that face coverings with ear loops, ties or clips should be used. For any student who prefers to wear a face covering for long periods we ask that you bring sufficient face coverings each day to allow changing where coverings become damp. We also ask that when not worn face coverings are placed in individual, sealable plastic bags between use.

If your son or daughter is exempt from wearing a face mask in shops because of a physical or mental illness or impairment, or disability, or if you are someone who (or are providing assistance to someone who) relies on lip reading, clear sound or facial expression to communicate, then the same exemptions will apply in school. You may wish to contact your child's Head of House to discuss this further.

In summary:

- Staff and students should bring suitable face coverings for their personal use each day
- Face coverings (and visors for staff) should be worn at all times in communal areas of school buildings
- Face coverings with ear loops, ties or clips should be used
- Face coverings should be worn on buses used by students to get to school
- In outdoor spaces and once seated in the classroom or at dining spaces, face coverings can be removed
- Once removed, face coverings must be stored in an individual plastic bag or sealable container
- Staff and students should adhere to the advice on how to wear a face covering below.

How to wear a face covering:

A face covering should:

- cover your nose and mouth while allowing you to breathe comfortably
- fit comfortably but securely against the side of the face
- be secured to the head with ties or ear loops
- be made of a material that you find to be comfortable and breathable, such as cotton



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- ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used)
- unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged .

When wearing a face covering you should:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- avoid wearing on your neck or forehead
- avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- change the face covering if it becomes damp or if you've touched it
- avoid taking it off and putting it back on a lot in quick succession.

When removing a face covering:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- do not give it to someone else to use
- if single-use, dispose of it carefully in a residual waste bin and do not recycle
- if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed.

We appreciate that this is a change for our school community and wanted to provide you and your child with as much notice as possible. We are very much looking forward to welcoming your son or daughter back to Clayton Hall Academy in September.

Yours sincerely



MRS C J REID
Principal

