



Church of England School  
Executive Head and CEO: Mr A J Wilcock MA (Cantab)

6<sup>th</sup> November 2020

Dear Parent/Carer,

### **COVID-19: Return to school after half term – Reminders and new guidance**

As you will be aware, the country has been placed in another four-week lockdown starting yesterday, Thursday 5<sup>th</sup> November 2020. Schools are to remain fully open during this lockdown and we are looking forward to welcoming all of our students back. This letter confirms the information sent to you by Mr Wilcock on 22<sup>nd</sup> October and also reflects the latest guidance to schools following the national lockdown.

The safety of our students, our staff and all of our families is of the utmost importance and adherence to the following measures is essential to minimise the risk of transmission. The full risk assessment is also available on the school website.

### **Keeping the virus out of school - This is our first and best line of defence.**

The published symptoms for COVID 19 are, a new and persistent cough, a temperature, or a loss of taste and smell. However, in many of the positive cases that we saw in school, these symptoms were not present, or were very mild and short lived. Headaches and fatigue were commonly experienced by others who then tested positive. If your child or anyone in your household display symptoms that may be the virus, your child must stay at home. Please err on the side of caution when deciding to send your child to school.

Should there be positive cases in school we will react swiftly in line with guidance and those identified as close contacts will be instructed to self-isolate. Whole groups may be asked to isolate where accurate tracing of contacts is not possible.

Please remember that when waiting for a test result, the whole household must remain at home until a test result has been received. If that result is negative and there are no longer symptoms, then your child can return to school. If there is a positive test in your household, then the whole household must continue to self-isolate until the 14 days are complete. Advice to isolate from NHS Test and Trace must also be followed.

### **Face Coverings (enhanced requirement)**

Face coverings are essential for students and staff when moving around the school building. Face coverings will also be required in all lessons where the room is at capacity, or has poor ventilation or where social distancing cannot reasonably be maintained. The decision as to whether a class should wear face coverings during a particular lesson will be at the discretion of the class teacher.

Face mask hygiene is essential. Students should carry a small plastic bag to store their mask in when they remove it. Masks should be removed using the elastic straps so contact with the face section is avoided. Masks need to be clean. We have noticed some students using old disposable masks. Reusable masks should be cleaned daily and disposable ones should be put in the COVID safe bins after use.



## **Ventilation**

Good ventilation is essential for limiting transmission of the virus. To achieve this, doors and windows will remain open wherever possible which will lower the temperature in classrooms. Students are advised to wear a vest or white t-shirt under their uniform and if necessary, coats will be permitted on colder days.

## **Avoiding transmission through proximity (social distancing)**

Due to the space available and the number of students, it is not possible for students to remain fully distanced in classrooms, or when seated to eat at break at lunch time. Social distancing should however be attempted at all other times. There should be no physical contact between students. The school day and the timetable have been organised to keep year groups separate and to minimise the number of students in the corridors between lessons to enable this to happen.

It is essential that students remain distanced from staff at all times and from each other as much as possible. This includes outside at break times and when travelling to and from school.

## **Avoiding transmission through contact with shared surfaces**

In order to improve hygiene in rooms we have an additional cleaning process for the classrooms starting on Monday. Whenever a class leaves a classroom (at break time, lunch time or lesson changeover) each student will be provided with a paper towel and required to clean their desk and chair using a disinfectant spray that will be administered by their classroom teacher. Students will be instructed to put on their face coverings before this process is undertaken. Paper towels will be disposed of in the COVID safe bin at the door. On arrival at their next class, all students will be required, as at present, to sanitise their hands using the gel provided, or their own if they prefer.

Many of our students have been excellent at washing or sanitising their hands multiple times during the day, but this has not been the case universally. It is essential that this is done on every entry to a classroom and anytime they have come into contact with a shared surface. They should also avoid touching their faces as much as possible. The outdoor sinks have warm water and soap and are available on arrival to school and throughout the day.

The school has been deep cleaned over the half term break by our cleaning contractors and we continue to have an additional team of cleaners during the day to clean shared areas and wipe down frequently touched surfaces.

## **Changes to start and finish times**

A reminder that students in year groups 7-12 should be at their muster points by 8.35am on Monday morning. Details of these changes are in Mr Wilcock's letter dated 22<sup>nd</sup> October.

Please discuss the contents of this letter with your child before they return to school. Their understanding and compliance is essential in keeping us all safe. There will also be an updated safety video shown on Monday morning in form time with these messages.

Yours faithfully,



**Mr M Britton**  
Deputy Headteacher