



Principal: Dr Katharine Vincent

Friday 25th September 2020

Dear parents and carers,

Firstly, I would like to send my good wishes to you and your families – I hope that you are all in good health. I am writing with some further updates for you about the current situation in relation to the coronavirus pandemic.

Safety measures

The school is following all government guidance and has a range of safety measures in place to ensure that the risk of infection is minimised.

This includes:

- Students and staff must remain 2 metres apart from each other where possible and, where this is not possible, they must remain at least 1 metre apart at all times.
- There is hand sanitiser available all over the school.
- Students and staff are required to regularly wash and sanitise their hands.
- The school is teaching all subjects and following the normal curriculum.
- Students are taught with their own zones with separate classrooms, desk, chairs and toilets.
- Face-masks must be worn by all students and staff in all circulation spaces of the school at all times.

Attendance at school

We understand that many students and parents are feeling anxious at the present time about the potential risk of infection to themselves or potentially vulnerable family members. Owing to the safety measures that we have in place, the school is a safe environment and all students are therefore expected to attend school every day.

Wearing of masks and face-coverings

Owing to the national and local rise in cases, we are now asking all students and staff to wear face-masks around the school building. Masks will not be worn in classrooms but should be worn in corridors and all communal spaces. Students must wear masks properly and must not have them pulled down below their nose or under their chin.

Students must wash their hands before and after removing their masks and must store them within a plastic bag inside their pocket or school bag. We recommend that students bring with them to school a small plastic bag, e.g. a sandwich bag, so that they can store their masks safely.

Any students who are exempt from wearing a mask for medical or other reasons should speak to a member of staff so that this can be properly recorded.

Remote learning

Any students who are self-isolating should continue with their school learning – it is essential that students do not miss out on their education. Where possible, the school will arrange for any students who are self-isolating to join lessons remotely via MS Teams. If a student does not have a laptop they can use for this purpose, it may be possible for the school to provide one. Where students cannot join lessons via Teams, work will be given to students via email or in printed packs. If any members of staff are self-isolating, they will teach students remotely using MS Teams.

Parents' evening

We are putting into place arrangements for Year 10 parents' evening on Wednesday 8th October, to ensure this can happen safely. We will contact Year 10 parents separately with details about this once plans are finalised.

Thank you for all your ongoing support for the school – I hope you have a lovely weekend.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'K Vincent', written in a cursive style.

Dr K Vincent
Principal