

25 September 2020

Dear Parents and Carers,

We hope this finds you safe and well.

As we come to the end of the third full week of teaching we wanted to thank you for your continued support of the school as we navigate through this ever-changing landscape. Our students have been brilliant at adapting to the new systems and procedures and our staff are working incredibly hard to ensure teaching can continue as normal.

We are constantly reviewing our Risk Assessment and safety procedures to ensure that we adhere to any national changes to guidance and that our school can operate in the safest way possible.

We are aware that there has been some unwelcome and misleading activity on social media regarding positive COVID-19 cases in school. We can reassure parents that we follow the national guidance closely and if there was a need to contact parents or close any part of the school then it would be communicated through official channels such as group call. Please encourage your daughters not to engage in the social media rumour mill as it inevitably does more harm than good.

As the national situation in regards to COVID-19 changes and the weather worsens we have updated some of our operational procedures. In particular we feel that now is the right time to strengthen our position on the use of face coverings.

As of Monday 28 September we will be asking all students to wear a face covering when moving through communal areas in the school building. Although we already have measures in place to keep our community safe such as staggered lesson changeovers for staff and students and the requirement to wear a mask for students when moving between zones, we feel this additional measure is an appropriate response to the increase in community transmission. We will be working with students on how this will work next week but in summary:

- Students will be required to have a face covering on their person at all times in a sealed plastic bag.
- Students will be asked to put on their face covering before they leave a classroom for lesson changeover or break time or any additional reason such as visiting the toilet or the front office.
- Students will be asked to remove their face covering once they are in their classroom.
- Students will be required to wear their face covering in the indoor break zones until they are sat down at a table to eat.
- Students will not be required to wear a face covering outside of the school building apart from when they are leaving the school site at the end of the day where there is increased student movement.
- The school will hold a small supply of face coverings for emergencies.
- We will be issuing guidance for students on how to safely put on and remove their face covering
- A face covering can be either a face mask or a visor.
- We will continue to support students with other regular measures such as washing hands and social distancing.
- These updated guidelines will operate between 8.35am and 3.15pm

If there are any reasons why students cannot wear a face covering then we would ask that parents contact their daughter's Form Tutor or Year Leader.

We hope that you appreciate that this decision has not been taken lightly and that it has been made in consultation with other Headteachers, Governors and our teaching staff. The health and safety of our entire community remains our top priority and we feel that this additional measure is required at this point in time. We will be reviewing all of our health and safety measures on a fortnightly basis.

If your daughter is off school but able to complete work we would request that they email their teachers directly for subject specific tasks. We will also be putting some generic activities on the school website. For any absence parents are reminded that they must phone the school before 9.30am.

We have attached to this email a useful resource linked to COVID-19 that we would ask you to share with your daughters.

We thank you for your continued support and wish you a restful weekend.

Kind regards

Mr P Griffiths and Mrs E O'Carroll
Co-Headteachers