

11/09/2020

Dear parents/carers,

It has been wonderful to welcome students back into the building and this has only been so successful thanks to the ongoing support from parents/carers.

The past 2 weeks have reminded us how with clear communication and consistent messages from school and home that our students are more than capable of making positive choices and can display both resilience and adaptability - our employer partners will no doubt be encouraged by this too!

Having conducted a review of our current arrangements, working with the SMB group to ensure synergy between school/college and reflection on recent government directives, I need to communicate some; **changes, reminders and updates**. In response to the increasing number of Covid-19 infections nationally, we have taken the decision to **encourage all students and staff to wear a face covering in school from Monday 14<sup>th</sup> September**.

**The key message is:**

- We are a safe school.

We intend to continue to take steps to make school even safer. You will note that masks are mentioned in my letter. If there is a justified (Medical/SEND) issue with masks then it is imperative that you raise this with your child's form tutor (list of tutor contacts are detailed below).

10A – Ms Phipps - [sphipps@stephensonstudioschool.co.uk](mailto:sphipps@stephensonstudioschool.co.uk)

10Access – Ms Gibbs - [agibbs@stephensonstudioschool.co.uk](mailto:agibbs@stephensonstudioschool.co.uk)

10Inclusion – Ms Smith - [barbarasmith@stephensonstudioschool.co.uk](mailto:barbarasmith@stephensonstudioschool.co.uk)

11A – Mr Scott - [dscott@stephensonstudioschool.co.uk](mailto:dscott@stephensonstudioschool.co.uk)

11B – Mr Gandhi - [vgandhi@stephensonstudioschool.co.uk](mailto:vgandhi@stephensonstudioschool.co.uk)

11Access – Ms Wood - [cwood@stephensonstudioschool.co.uk](mailto:cwood@stephensonstudioschool.co.uk)

11Inclusion – Ms Smith - [barbarasmith@stephensonstudioschool.co.uk](mailto:barbarasmith@stephensonstudioschool.co.uk)

**Change 1: (MASKS)**

Face coverings must be worn. A plain colour covering made from a material that is comfortable and breathable, such as cotton. (Bandanas, scarves or face masks with lettering and logos should not be worn.) Face coverings must be worn appropriately. Students must bring a clear plastic bag to place the face covering in, when it is not being worn.

Advice on face coverings can be found here:

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

Disposable face coverings can be worn. We will provide bins for the safe disposal of these.

We are asking parents/carers to ensure that their child's face covering is washed on a daily basis. Thank you.

-Masks should be worn by all staff and all students when moving around inside the building and when static in any communal space.

-Masks should be worn prior to entering the building and remain on until either seated in a non-mask required location (allocated dining seat /allocated work station) or having vacated the building.

### FAQs MASKS

-Question: My child has a SEND / Medical Need. Do they have to wear a mask?

-Answer: Contact form tutor by email stating requested exception and reason. Form tutor will liaise with SENDCO / Medical Needs Coordinator and update on next steps. DO NOT SEND YOUR CHILD WITHOUT A MASK UNLESS YOU HAVE ALREADY CONTACTED THEIR FORM TUTOR.

### **Change 2: (LUNCH TIME)**

-Students will now have allocated seating for eating (They can remove masks whilst eating.)

### FAQs LUNCH TIME

-Question: Is this similar to a restaurant where we would be given a time slot, and whilst sat at the table eating not be required to wear a mask?

-Answer: Yes

### **Reminder 1: (UNIFORM)**

-No non-school uniform to be worn in the building. This means that hoodies and coats need to be taken off before entering the building. Please be reminded that Lockers are provided free of charge and that outdoor coats must be put there and NOT taken into classrooms.

### FAQs UNIFORM

-Question: Does this mean that my child isn't able to wear a coat if they want to go outside at lunchtime?

-Answer: No. If your child wants to go outside at lunch time then they can collect their coat from their locker when dismissed from lesson, carry it whilst escorted by duty member of staff through the college and put it on as they leave the building.

### **Reminder 2: (HEALTH)**

-Do not send in your child with key symptoms (these include; cough, temperature, sore throat or lack of taste). If your child has symptoms



then they should get a free test which could avoid a 2 week self-isolation if it comes back negative.

<https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name>

The above link can be used to order a home kit if unable to get to local test centre.

### **Reminder 3: (VISITORS)**

-Visit to school (except for staff and students) is by appointment only. Appointments are likely to be either telephone or video based calls. In exceptional circumstances where the school determines that a face-to-face meeting is required then all invited parties will be required to wear a mask.

### **Reminder 4: (SEGREGATION OF YEAR GROUPS)**

- Under no circumstances are year 10 students permitted in the upper cluster.
- Under no circumstances are year 11 students permitted in the lower cluster.

### **Update 1: (Covid-19 related pupil absence)**

**Please also find attached to this email a Pupil Absence Guide.**

Thank you for your ongoing support and remember:

1. Students to bring a mask from Monday 14<sup>th</sup> September
2. Non-school issue outdoor clothing is NOT to be worn in the building
3. If your child is not well; keep them at home and use the school MOODLE to keep up to date with all lessons.

Thank you, in anticipation, for your support and understanding. If you have any questions on this matter, please do not hesitate to contact your child's Form Tutor on the using the email addresses provided.

Yours sincerely



Mr K Hobbs

BSc (hons) QTS NPQH

Headteacher