



Headteacher: Mr David Graham

DG/AP
PA Office

28th August 2020

Dear Parent/Carer,

Hopefully you will have read previous messages in early July that we had started the planning for reopening the school. That planning has been completed and hopefully you should have received advice on the specific arrangements that relate to Putteridge High.

Our previous communication to you in July also set out the Government guidance regarding the wearing of face coverings in school which as you may be aware, changed on 25th August with the publication of new advice.

As a result, the Trust has determined that in our middle/secondary and upper schools, the wearing of face coverings or visors by staff, visitors and students (Year 7 and above) **will be mandatory, in communal areas and circulation spaces only**, where either of the following criteria can be met:

- the layout and timetable arrangements of the school makes it particularly difficult to maintain social distancing between staff and pupils when moving around the premises, or;
- where on top of the hygiene measures and the system of controls that are already being implementing in your school's opening arrangements, the use of face coverings for staff, pupils or other visitors would provide additional confidence

Some staff and students may be the subject of exceptions to the mandatory wearing of face coverings, given their personal circumstances. The school has been given specific guidance that can be shared with you if you need it.

Our general principles will be that:

- that face coverings/visors are to be worn in communal and circulation spaces only, **where the school has assessed that either of the two criteria above have been met.**
- that face coverings/visors are to be removed in the teaching environment
- that face coverings/visors and clear disposable storage bags should be provided by the wearer.
- that schools will have a small quantity of face masks or visors available for students and staff that forget, soil or mislay their own.
- that face coverings/visors are the responsibility of the wearer and are not to be shared or given to another party. They must be considered to be potentially contaminated.
- that suitable arrangements are made on site by the school for disposal of face coverings by the wearer
- that face coverings are to be worn to cover the mouth and nose and are made of a plain material which may be coloured but not patterned or containing text other than manufacturers details.

e-mail: admin@putteridgehigh.org

Website: <http://www.putteridgehigh.org>



CHILTERN
LEARNING
TRUST

As a school we have assessed communal and circulation spaces and determined that social distancing may be difficult to maintain at peak times, hence the use of face coverings. The following is now in place:

- face coverings are compulsory in all communal indoor areas. This includes; corridors, student toilets and diners (unless eating).
- face coverings can be worn when moving from an indoor space to their designated recreation space or when moving from one classroom to another. Other than these reasons, students are not permitted to wear face coverings in outside spaces.
- students will not be permitted to wear a face covering during a lesson.
- face coverings that are anything other than a solid block colour are not permitted to be worn.
- students should wear the face covering in a comfortable position over their nose and mouth.
- unless the covering is disposable it should be washed with other items of laundry at the highest possible temperature according to the fabric instructions.
- face coverings should ideally include 2 layers of fabric (The World Health Organisation recommends 3 depending on the type of material).
- students should avoid touching the part of the covering that has contact with the nose and mouth and handle the covering by the straps.

Exemptions

Some individuals are exempt from wearing face coverings. For example people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability, or if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate. These exemptions will apply in our school, and we would expect teachers and other staff to be sensitive to those needs.

We hope you have enjoyed the summer period and look forward to seeing you in September.

Yours faithfully



Adrian Rogers
CEO Chiltern Learning Trust
National Leader of Education



David Graham
Headteacher