



4 November 2020

Dear Families

Changes to Health and Safety arrangements for Students and Staff

As you will be very aware tomorrow sees the introduction of a national lockdown to manage the increasing risk of community transmission of COVID-19. We are extremely confident in the systems and processes we have in place and the relevant indicators we use to assess their effectiveness show us that they are working. However, given the current picture nationally we have reviewed our risk assessments to ensure we maintain the highest standards of safety for our students and staff. The following measures will be introduced over the coming days. Not all the details are directly relevant to students but by sharing all our actions with you we hope to give you a clear picture of how we are responding effectively:

From Thursday 5 November:

- All students and staff must wear a face covering in communal areas of the academy. This will include the dining room (apart from when eating and drinking).
- Face coverings will not be expected in classrooms (the layout of rooms means that students should never need to be facing each other when seated).

We will provide disposable face coverings for all students who arrive without one on 5th and 6th of November.

If your child is medically exempt from wearing a face covering please contact their Head of Year by phone or the academy at secretary@hayesbrook.kent.sch.uk.

By Monday 9 November:

- Students must bring their own face covering if they have not already.
- All meetings will be virtual where possible. Those that are not will be restricted to a maximum of 4 people.
- Where parental meetings take place on site we ask that only one parent or carer attends in order to maintain the above restriction.
- Important whole staff meetings/briefings will be restricted to once per week and will take place with additional safety measures.
- Students must arrive at school as close to the start time of the day as possible (not much earlier). All students attending after school sessions (including detentions) will be off site by 3.30. It is likely that during the lockdown there will be less people in and around the community and with this in mind we want students to make their journeys using as much daylight as possible.
- Additional time restrictions will be in place where staff must vacate the building at the end of the day to ensure our cleaning teams have full and uninterrupted access to all areas of the academy.

Implications to be aware of:

- Face coverings should be appropriate for a school setting: either plain in colour or with an appropriate pattern (striped, checked etc). They must not contain any images, logos or slogans.
- The face covering must not be the same as that worn on public transport to travel to or from school.
- Students must have a sealable plastic bag in which to store their mask when not in use.
- Students must wash/sanitise their hands before and after putting on or removing their face covering.
- Students who work with colleagues from outside of school such as visiting support workers and counsellors will continue to do so. If these providers make their own decision to suspend school visits we will make every effort to ensure support can continue virtually where possible.
- Time restrictions for staff to leave the premises and work from home may affect our ability to return your communications until the next school day.
- We will provide students with information about how to remove their face covering effectively. Further information about the wearing face of coverings in school is attached and we ask that you read and discuss this with your child, so they know what to expect from tomorrow.

Please be assured that we continue to prioritise the safety of our school community at all times: we are regularly reminding pupils to follow all existing advice related to hygiene and social distancing; sanitiser is available in every classroom to support these measures; an enhanced cleaning regime is in place; and in order to further maintain a safe environment, visitors remain strictly limited and cannot attend without an appointment.

We know you have a high level of confidence in everything we do to look after our students. Since the start of the school year our attendance figures have been well above the national average showing that our students appreciate being at school and feel safe. These actions are being taken to ensure we can maintain those high standards and protect our students' learning and attendance from any disruption and do everything we can to support their health and safety as well as that of their families.

Thank you for your ongoing support of our academy in these challenging times.

Yours sincerely



Daniel Hatley
Executive Principal



Sebastian St John
Head of School