



Dear Parents/Carers,

11<sup>th</sup> September 2020

As the number of Covid-19 cases right across the UK including this area has risen and is statistically significant, we have taken the decision to ask staff and students to wear masks in the corridors and inside communal areas (not classrooms) where social distancing is hard to achieve.

We will expect this to be implemented from **Tuesday 15<sup>th</sup> September**. I am aware that there will be a small number of students who may be exempt from wearing face masks. We will ensure that these students are supported, nurtured and made aware to all staff and other students. If you feel your child should be exempt from wearing a face mask then please ask your child to see their Head of Year or Mrs Jones our SENDCo.

From Tuesday 15<sup>th</sup> September:

- Students must have a plain, hygienic face mask and a hygienic bag to carry it in.
- Students should wear the mask when moving in buildings at all times.
- Face masks do not need to be worn in lessons but some students might prefer to do so.
- Students must follow the clear guidance on how to safely wear a mask.
- Students will need to make sure they clean the face mask regularly, or change it. If you use a disposable mask, this must be disposed of in a bin and not left around in the open.
- Students do not need to wear masks inside the building in their 'bubble zones' at break and lunchtime unless they wish to do so.
- Face masks do not need to be worn outside the buildings unless a student wishes to do so.

Please see the attached guidance on the correct use of face coverings.

Government Guidance on how to wear a face covering

A face covering should:

- cover your nose and mouth while allowing you to breathe comfortably
- fit comfortably but securely against the side of the face
- be secured to the head with ties or ear loops
- be made of a material that you find to be comfortable and breathable, such as cotton
- ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used)
- unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged.

When wearing a face covering you should:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- avoid wearing on your neck or forehead
- avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- change the face covering if it becomes damp or if you've touched it
- avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering shops on a high street)

When removing a face covering:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- do not give it to someone else to use
- if single-use, dispose of it carefully in a residual waste bin and do not recycle
- if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed

Thank you so much for your support. As you are aware, we are constantly monitoring and reviewing the situation as we move forward. I would be grateful if parents could discuss this change in practice with their son/daughter and ensure that wherever medically possible they comply with our requirement to use face coverings.

Should you have any further questions, please email [admin@stanborough.herts.sch.uk](mailto:admin@stanborough.herts.sch.uk) and we will get back to you as soon as we can.

Yours faithfully

A handwritten signature in black ink, appearing to read 'M John', written over a horizontal line.

Mrs M John  
Headteacher

# How to use Face Coverings



Coronavirus  
**COVID-19**  
Public Health  
Advice

ALWAYS CLEAN YOUR HANDS BEFORE **AND** AFTER WEARING A FACE COVERING

## Correct Covering

**Medical masks should be reserved for health workers or patients in treatment.**

If you have been advised to wear a medical mask, always have the coloured side showing and the metal band at the top of your nose.



## Check Your Fit

Check that the face covering is made from a fabric that you are comfortable wearing.



Check that it is easy to fit and completely covers your nose and mouth, all the way down under your chin.

Tighten the loops or ties so it's snug around your face, without gaps. If there are strings, tie them high on top of the head to get a good fit. Do not touch or fidget with the face covering when it is on.

**DO NOT:**  
Wear the face covering below your nose.



**DO NOT:**  
Leave your chin exposed.



**DO NOT:**  
Wear it loosely with gaps on the sides.



**DO NOT:**  
Wear it so it covers just the tip of your nose.



**DO NOT:**  
Push it under your chin to rest on your neck.



## FOLLOW THESE TIPS TO STAY SAFE:

**ALWAYS** wash your hands before and after handling your face covering.

**ALWAYS** change your face covering if it is dirty, wet or damaged.

Carry unused face coverings in a sealable clean waterproof bag, for example, a ziplock.

Carry a second similar type bag, to put used face coverings in.

**CHILDREN UNDER 13** should not wear face coverings.

**ALWAYS** wash cloth face coverings on the highest temperature for cloth.

## Safe Removal



Use the ties or ear loops to take the face covering off.

Do not touch the front when you take it off.



## Disposing Of Single-Use Mask



Always dispose of single-use masks properly in a bin.

Don't forget to clean your hands and keep social distance.



Stay safe. Protect each other.



Rialtas na hÉireann  
Government of Ireland