



## Woodside High School

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12<sup>th</sup> October 2020

Dear Parents and Carers,

Following our communication with you on October 9th where we wrote to each year group individually outlining the plans for their return to school over the next week, we also wanted to contact you regarding the use of face coverings on the school site.

We are ***strongly recommending*** that all students wear face coverings in indoor communal areas- this would include, but is not limited to, areas such as the canteen and when moving to lessons in corridors.

Please note that the face coverings must be plain in colour. Logos and motifs are not permitted.

Students will also need to ensure that they bring a sealable plastic bag to store reusable face coverings in.

We would ask that parents/carers support with ensuring that your child is aware of how to appropriately use face coverings safely. Government guidelines state:

### 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 Organization 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)

Co Interim Head Teachers: Holly Hartley & Lynne Hardcastle



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

### **Maintaining and disposing of face coverings**

- Do not touch the front of the face covering, or the part of the face covering that has been in contact with your mouth and nose.
- Once removed, store reusable face coverings in a plastic bag until you have an opportunity to wash them. If the face covering is single use, dispose of it in a residual waste bin. Do not put them in a recycling bin.
- Make sure you clean any surfaces the face covering has touched using normal household cleaning products. If eating in a cafe, for example, it is important that you do not place the face covering on the table.
- Wash your face covering regularly and follow the washing instructions for the fabric. You can use your normal detergent. You can wash and dry it with other laundry. You must throw away your face covering if it is damaged.

Further guidance on the use of face coverings in schools can be found using the following link:  
<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

We would like to take this opportunity to remind parents and carers that we encourage students to walk or cycle into school, to avoid taking public transport during peak times if possible.

We would also ask that if parents/carers need to drop off or collect students that only one adult attends and that you do not gather around the entrance/exits to the school site. This follows protocol to minimise adult contact and is for the safety of all.

Please be aware that the main reception will be closed from 4:15pm until Tuesday 20th October.

Yours sincerely

Ms Holly Hartley  
(Interim Co-Headteacher)

Ms Lynne Hardcastle  
(Interim Co-Headteacher)