

Friday 11<sup>th</sup> September 2020

Dear Parent/Carer

The children have settled back in to a full school day so well this week. We have all had lots of new routines to adapt too, but as the week has gone on, each day has got that little bit easier.

I wanted to write to you today with a few updates and a reminder of the procedures for this term.

### **Medical information**

Given the current situation with Covid-19, it is more vital than ever that we are fully aware of your child's medical details. If you have changed doctors surgery, your child has a recently been diagnosed with any new conditions or if your child is taking new medication, we must be informed to ensure that our records are as up to date as possible in the event of an emergency. If you need to amend any details, please contact reception.

### **Masks**

As in the previous letter, please see below regarding wearing of masks. Please note, if you wish for your child to not wear a mask, please make your child's Head of Year aware.

Following the recent Government announcement, we have now asked all staff to wear masks in communal areas, such as corridors and the dining room.

From the 31st August all secondary students will be required to wear a face mask in the following areas:

- corridors
- communal indoor spaces
- dining halls (when entering, queuing, and leaving).
- during fire evacuations
- any other area of the school where students may mix outside their bubble

Students are not required to wear face masks:

- during lessons
- in outside spaces if they are contained within their bubble
- whilst eating

Nottingham  
Telephone: 0:

Executive Head Teacher: **David Hooker** BSc (Hons), PGCE | Head of School: **Emma Howard** BA (Hons), MA (Ed), PGCE

## Exemptions to this policy

Any student presenting appropriate medical evidence will be exempted from wearing face masks. In order to provide medical exemption for your child, please notify your child's Head of Year.

## Types of face masks

Students should wear face masks that comply with the following requirements

- covers nose and mouth
- does not have any offensive or contentious words, patterns or images printed on it

## Uniform

It is our expectation that all students wear full school uniform on return. Further guidance on school uniform is attached to this letter and is available on our website. Sanctions will be given for any student not wearing full school uniform in line with our behaviour policy.

<https://www.nusa.org.uk/page.php?p=uniform>

It is vital that you inform us if your child does not have correct school uniform so that we can help support both yourself and your child.

Please note, we do not allow hooped earrings or any form of facial piercings. Any student who attends school with these in will be asked to remove them.

We appear to have an influx of nose piercings over the course of the holidays. Nose piercings are not allowed in school. Any student with a nose piercing should wear a **clear nose stud only**.

## Equipment

It is more essential than ever that students have their own equipment. They will need to go in to adult life with the ability to be prepared so it is important that they adhere to this basic expectation now. The equipment list is as follows:

- Clear plastic pencil case
- 2 pens
- 1 pencil
- 1 ruler
- 1 sharpener
- 1 rubber
- Highlighters

Students may also choose to bring:

- A calculator
- Glue
- Pencil crayons
- A compass
- Felt tips

Sanctions will be given for any student who does not have full equipment in line with our behaviour policy. There will be opportunity for any student who does not have equipment to purchase it in school as staff will not be able to hand equipment out.

### **Using Public Transport**

The current expectation from the Government is that any student who uses public transport to travel to school must wear a mask whilst on public transport. This may change so please keep an eye on the news for updates.

### **Punctuality**

It is vital that all students arrive on time and vast majority do. However, we still have a small number who arrive after their designated time. Sanctions for lates begin on Monday so please ensure that your child arrives to school on time. If you know your child is running late for whatever reason, please let reception know so they can inform our attendance officer.

### **MCAS**

This is a reminder to all parents and carers to sign up to MCAS if not already done so. Below is a link to the joining instructions:

[https://www.nusa.org.uk/data/letters/files/MCAS\\_Sign\\_Up\\_2.pdf](https://www.nusa.org.uk/data/letters/files/MCAS_Sign_Up_2.pdf)

MCAS allows parents and carers to update their personal contact details online ensuring we have the correct contact details. Please can all parents and carers check their contact details on MCAS and ensure this information is up to date.

If you have any questions regarding the return in September, please email through your questions on [contact@nusa.org.uk](mailto:contact@nusa.org.uk).

Yours Sincerely,

Emma Howard  
Head of School