



## Hall Green School An Academy

9 September 2020

Dear Parents/Carers

### **Changes to School Procedures**

We have had one week back at school operating the new procedures to make the school as safe as possible under Covid. Having seen the procedures in action, we need to make some adjustments to make the school even safer.

This is particularly important as the numbers of cases of Covid-19 increase nationally and locally. We must do everything we can to avoid spreading the virus.

These changes will take effect from Monday 14 September.

### **Stay home if anyone has symptoms**

This is not a new rule, but it is very important that we all follow it. If anyone in your household shows the symptoms of Covid-19, you should not send your child to school. Inform the school by phone or email that you are self-isolating.

The main symptoms of Covid-19 are:

- a new continuous cough and/or
- fever (temperature of 37.8 degrees or higher)
- loss of or change in, normal sense of taste or smell (anosmia)

Children may also display gastrointestinal symptoms.

Please see link for symptoms: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

### **New School Start and End Times for Year 7 and Year 8 Pupils**

The government advised schools to have staggered start times to prevent different 'bubbles' of pupils mixing on the way to school. This works quite well for Hall Green, except that pupils in Year 7 and Year 8 walk to and from school with their siblings, so we have a large number of pupils hanging around at the end of the day for their younger siblings.

From Monday 14 September, we are making the start and end times for Years 7 and 8 five minutes earlier, so their older siblings have less time to wait.

The new times are as follows. Pupils should arrive to school in the morning as close as possible to these times.

Year Group	Start Time	End Time
Year 7	8.50 am	3.10 pm
Year 8	8.50 am	3.10 pm
Year 9	8.40 am	3.00 pm
Year 10	8.40 am	3.00 pm
Year 11	8.30 am	3.30 pm

The safest way for pupils to come to school is by walking with other pupils in their own year group. Do not come by car as there is not enough space on Southam Road for parents to drop their children off.

## Face Coverings

To keep children safe on the way to school, we recommend that you provide your child with a face mask to wear over the mouth and nose on the way to school and on the way home. They should also try to maintain a social distance from pupils who are not in their year group, or not in their household group.

## Compulsory Face Coverings in school corridors

Hall Green School has a small building for 900 pupils. The corridors are very busy when pupils are moving between lessons. So to reduce the chance of spreading Covid, from Monday 14 September we expect all pupils to wear a face covering in the corridors. This is in line with [government guidance](#) on the safe reopening of schools. Please see government advice on the appropriate wearing of face masks below.

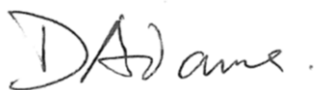
Face coverings should be plain, with no obvious images, logos or patterns. We expect a professional standard of dress in our pupils and inappropriate face coverings will not be permitted.

If your child is unable to wear a mask for medical reasons, please provide us with the medical evidence. This can be handed in, posted or emailed to school for the attention of Ms K Davies, the school Lead First Aider. The school email address is [enquiry@hallgreen.bham.sch.uk](mailto:enquiry@hallgreen.bham.sch.uk). Please put FAO Ms Davies in the subject line.

As with any school rule, pupils who persistently do not comply with the requirement to wear a face covering could receive a school sanction, such as an after-school detention, isolation within school, or a fixed term exclusion.

If you have any comments or feedback on the contents of this letter, please contact school reception.

Best regards



Mr D Adams  
Headteacher

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Registered Office: Southam Road, Hall Green, Birmingham B28 0AA Head Teacher: Mr D Adams Tel: 0121 628 8787  
Fax: 0121 702 2182 Email: [enquiry@hallgreen.bham.sch.uk](mailto:enquiry@hallgreen.bham.sch.uk) [www.hallgreen.bham.sch.uk](http://www.hallgreen.bham.sch.uk)

## 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:

- 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

When removing a face covering:

- 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
- use hand sanitiser once removed.