

Dear Parents and Carers

As I am sure you are aware of the changing picture we see in schools as we go into January 2021. As a Trust we have changed our risk assessment to reflect the concerns that we all have in keeping ourselves and our families safe and most importantly educating our students.

I would like to remind you of the basic expectations when students return to lessons in school. The staff spend a significant amount of time reminding your son/daughter to follow the basic rules and at times it has been met with disaffection and rudeness. I need your support in ensuring you remind your son/daughter every day if needed that they are **Ready, Respectful and Safe**.

- 1. They must wear a mask**
- 2. They should bring spare mask with them**
- 3. They should have all the equipment they need for all their lessons**
- 4. Must not share equipment**
- 5. Keep rooms ventilated**
- 6. Bring your own water bottle**
- 7. No other food allowed in school to be eaten on the site**
- 8. Snack is eaten outside**
- 9. Coat brought in**

The majority of our students follow the rules however we do have students thinking they are above the rules and as such I need to remind you of the sanctions if rules are not followed.

We will of course remind students and we will inform you if there is non-compliance of the rules has taken place. If non-compliance of rules continues then these are the sanctions below:

- Deliberate failure to adhere to the protective measures will be deemed as a serious breach of the School's behaviour policy.
- Coughing or spitting at or towards any other person will be deemed as a serious breach of the School's behaviour policy. Any student who does this will need a risk assessment to establish whether they are 'unfit for school.'
- Should students fail to comply with expectations within the isolation area, they may have additional time added to the sanction or in extreme cases, they may receive a fixed-term exclusion

Regards

Lizzie Girling

**Head of School**

**SET Saxmundham School**