



Catmose College  
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Principal: Stuart Williams

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Dear Parent/Guardian

Following the Prime Minister's announcement on 31 October, we have reviewed the College's COVID-19 Risk Assessment and we will be making the following changes:

#### Introduction of requirements to wear face coverings

We have endeavoured to maintain as normal a school experience as possible for our staff and students since our full return in September but, with community infection rates increasing leading to the announcement of a national lockdown, we need to take additional measures to reduce the risks for our community further. Therefore, from Thursday 5 November until the end of the national lockdown on Wednesday 2 December, we will require all members of our community to wear a plain face covering when not in a lesson or when not working in a socially distanced office. We will keep these requirements and other aspects of our risk assessment under regular review and will issue updates as needed.

This will mean that students will need to wear a face covering in the following or similar circumstances:

- Travelling on buses or coaches.
- Entering or leaving the building.
- Moving between lessons.
- Queuing for food.
- Socialising during breaks in groups of no more than six.
- During practical lessons, such as in Technology, when staff regularly need to remain closer than 2 metres.
- When getting changed for sport.
- At other times when we cannot be certain of staying at least 2 metres apart from anyone else.

Students will be shown by their tutor how to wear a face covering correctly and how to remove it using the guidance from the Department of Education: <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

#### Exemptions

If you consider that we should make an exemption for your child not to wear a face covering, please email [office@catmosecollege.com](mailto:office@catmosecollege.com) stating the reason why. We will not require you to submit any additional medical evidence as we anticipate any exemption will already be covered by a pre-existing medical condition we are aware of. If we are not satisfied by the reason given, a member of Client Services will contact you to discuss the matter further. Students who we consider exempt will be issued with a medical card which they should keep with them.

## Sanctions

We already have in place a sanction process within our Uniform Policy to manage students and we will continue to use this approach for any breaches. We know from last term that, although the vast majority of students follow the rules, there are a small number who, despite support, struggled and sanctions were needed.

If your child breaks the rule, a member of staff will require the issue to be corrected. If a student does not have a face covering, one will be provided by Client Services in the first instance. For repeat offenders, they will need to go home and correct the issue as per other infringements of our Uniform Policy, which you may access [here](#). The incident will be recorded on our behaviour management system.

If a student persists in non-compliance, a formal warning will be issued to parents and a bespoke risk assessment issued.

Finally, a formal exclusion for one or more days might be issued. Further transgressions will lead me to seriously considering the need for permanent exclusion. We have updated our Behaviour Management Policy to reflect these changes. You may view the Behaviour Management Policy [here](#) and the Exclusion Policy [here](#).

## Other mitigations

The other mitigations we already have in place remain, namely:

- Regular **washing** of hands.
- **Seating plans** in lessons with staff either remaining **2 metres apart** or using appropriate equipment to mitigate risk.
- Students should only be with a maximum of six others from within their own **bubble** and they should endeavour to remain at least 2 metres apart whenever possible.
- Students should go straight to their classroom at the beginning of the day and after a food break. They cannot at present use any of the usual social spaces or resources.
- **No after-College provision** except for key worker students or those attending a supervised prep club, intervention or extra-curricular activity.
- **The rule of six** – students should not meet in groups larger than this at any unstructured time during, before or after College.
- Whenever possible, students should remain 2 metres apart from anyone else; if that is not possible they should use appropriate protective equipment to mitigate the additional risk.
- A short-staggered end to the day.
- A one-way system.

If you have any queries, please do not hesitate to contact us by emailing [office@catmosecollege.com](mailto:office@catmosecollege.com).

Yours faithfully

Stuart Williams