



Date: 16<sup>th</sup> September 2020

Dear Parent/Carer,

I am writing to highlight further important information regarding current Academy COVID-19 safety guidance during the pandemic.

- Regarding Parents and Carers who need to drop their child off at the Academy in the morning. Can you please use the drop off bay to the left after you enter the gates. Once you have dropped your child off, please drive slowly through the car park on the right to aid turning and leave the Academy site. Students with a disability are allowed to be dropped off at the disabled parking area by Reception. This is in accordance with the published plan I circulated before the academic year started. This will help provide a safer environment for our students entering the Academy. Thank you for your cooperation.
- May I reiterate the guidance that if any student displays the following symptoms:
  - a high temperature
  - a new, continuous cough
  - a loss or change to your sense of smell or taste,then they are **not** to come to the Academy and you must follow guidance in relation to organising a test for your child. In addition, should a sibling or other household member display symptoms then your child must **not** attend the Academy. I attach a 7 step reference guide to help. Please report any absences to the Academy on 01242 711200, Option 2.
- It is essential for all students to have a face mask or covering in the Academy for movement whilst inside the Academy. The vast majority of students have complied with this very well, however some students are requiring constant reminders which is having an impact on our stock levels. Therefore, I request all students to have a face mask or covering to fulfil this expectation. A suitable scarf or snood etc would also suffice as a face covering. Students exempt for a medical reason are not expected to have one.

For further information and guidance regarding COVID-19 planning please refer to our website [www.asachelt.org](http://www.asachelt.org).

Yours sincerely

Mr D McNiffe  
Principal