**AUCHENHARVIE ACADEMY**

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**Date: 28th August 2020**

Dear Parent/Carer,

**Distribution of facemasks to pupils at Auchenharvie Academy on Monday 31st August 2020**

As you know facemasks will be worn by all pupils in Scottish secondary schools starting this coming Monday 31st August. I am aware that many of our pupils will have their own facemasks and will bring these to school starting on Monday. Any pupil who does not have a facemask will be provided with one by the school. I have a supply of 4000 disposable facemasks in school and have an order of cotton masks arriving next week.

Please see below for the details of information being shared with pupils in school today regarding the distribution of facemasks along with some basic advice to help stay safe during this transition.

* On Monday 31st August upon arrival in school, pupils who do not have a facemask should report directly to the assembly hall where this will be provided. Pupils who consider themselves to be exempt from wearing facemasks should also report to the assembly hall to collect their exemption pass. Only pupils with a confirmed medical reason not to wear facemasks will be issued with exemption passes. This pass must be carried in school at all times and a list of exempt pupils will be circulated amongst staff.
* Any pupil who arrives in class on Monday morning without a mask will be directed to the assembly hall to collect one. After Monday facemasks will be available from any member of the senior leadership team or pastoral care staff first thing each day.
* Pupils should wear their facemask in corridors, stairwells and communal areas such as canteens, library, toilets and the assembly hall.
* Pupils should wear facemasks in any other space where they think social distancing is difficult. This might include the classroom if they think it is appropriate. Wearing facemasks in the classroom is not mandatory however.
* When pupils arrive in class they should put their facemask into their trouser/shirt pocket or their jacket. If they are going to put it into their school bag then they should use the poly pocket provided to keep it clean. Poly pockets will also be available from the assembly hall on Monday morning.
* Pupils should not share their facemask with anybody else.
* Pupils should not borrow or lend their facemask to anybody else.
* Pupils should make sure their facemask is clean by washing it regularly.
* Pupils should ensure their facemask covers their mouth and nose and that it fits properly. It should not be too tight.
* If a facemask is disposable pupils should change it during the day and use a new one each day. Pupils collecting facemasks each morning will be provided with more than one so this can be changed throughout the day.
* After use disposable facemasks should be put in the classroom bins alongside wipes etc.

I hope this information is useful to you and I thank you in advance for helping us maintain a safe start to school by supporting this latest safety precaution.

Yours sincerely,



Calum Johnston

Head Teacher

Auchenharvie Academy