



**Queen Katharine  
Academy**

A proud member of



**Principal: Mrs Lynn Mayes**  
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Our ref LM/jd/whlsch

8 December 2020

Dear Parents/Carers

Thank you for your ongoing support with the measures that we have put in place to make Queen Katharine Academy as safe as it possibly can be in the current situation. By working together to keep everyone safe, we are also working to maintain the high quality of education that our students expect and deserve.

We are writing to you now to advise you regarding the arrangements for the end of this term.

### **End of Term Arrangements**

The last day of term is Friday 18<sup>th</sup> December and the day will end at lunch time, 11.15am.

Students can come to school in non-uniform clothing on this day. If your child is entitled to a free school meal, they will be able to collect a packed lunch before they leave.

School re-opens on Tuesday 5<sup>th</sup> January 2021 and we look forward to welcoming our students back at this time.

### **Covid-19 Measures**

We would also like to update you on some of the important steps that we have taken and clarify some details. It is crucial that we continue to keep the measures in place as we work to prevent the spread of the Covid-19 virus as much as possible.

#### **Face Coverings**

Government guidelines mean that staff and students are required to wear face coverings in communal areas of the school: the areas outside the classrooms. Students are only permitted to remove their face covering when outside a classroom if they are sitting down and eating.

When wearing their face covering, students must wear it correctly, over both their nose and their mouth. Students must bring their own face covering to school, wearing it on the way if they are using public transport, and we appreciate your support in helping them to do this.

#### **Water**

One of the steps that we have had to take due to Covid-19 is to close down the water-refilling facilities. However, we have become aware that some students are not bringing water to school. Students are not able to purchase a drink until lunchtime so please can you remind your young person to bring water from home.

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**Uniform**

A further step that we have taken for safety reasons is to close the PE and Dance changing facilities, meaning that students need to come to school in their QKA PE kit on days when PE and/or Dance is timetabled. Please remind your young person that it is full QKA PE kit that must be worn and only on the days when they have Dance and/or PE. As we head into winter, and the weather is getting colder, students may wear a plain black long-sleeved top underneath their QKA uniform. Students will be asked to change any PE clothing that is not QKA-branded e.g. hoodies.

We are really proud of how our students have embraced the many changes brought on due to Covid-19 and again, thank you for your continued support and understanding during this difficult time.

We hope you all have a safe and enjoyable break.

Yours sincerely

A handwritten signature in black ink that reads "Lynn Mayes." The signature is written in a cursive style with a large initial 'L' and a period at the end.

**Lynn Mayes**  
**Principal**