

Monday 26th October 2020

Dear Parents/Carers,

NOTIFICATION OF A CONFIRMED CASE OF COVID -19

I am writing to let you know that there has been a confirmed case of COVID-19 within the school community - a member of support staff has tested positive. We have been in contact with the Department for Education and our local Health Protection Team with regards to this case. We are following their guidance and will continue to monitor the situation closely. This letter is to inform you, in the interests of transparency, of the current situation and provide advice on how to support your child.

As a result of this case, we have very recently made contact with those students and staff who have been in close proximity with the member of staff who has tested positive. They are now required to remain at home for a period of 14 days from the day when the affected staff member first noted symptoms. If your son or daughter is one of those students then you will have already received notification and detailed advice from us.

I am pleased to report that our detailed seating plans, hygiene, and social distancing arrangements will always limit the impact of any confirmed case. We have been able to quickly identify all students and staff who may be affected. **If you have not received any direct contact from us, then you are not required to take any action.**

This letter and responses are all routine and help reinforce the robust measures we already have in place to ensure our school is as safe as possible (please see our website for more details). Nevertheless, it would be naïve to hope or believe that there will not be other confirmed cases and therefore you may receive very similar letters of this nature from me in the coming weeks and months. They will feel alarming at first and then we shall become accustomed to the wider impact of this virus and continue to carry on as normal to the very best of our abilities.

Please be reassured that for most people coronavirus (COVID-19) will be a mild illness. The school remains open and (providing your child remains well) they can continue to attend school as normal after half term. We will keep this under review and always contact you if the advice or approach needs to change. I have included a reminder on the next page of some of the things you can do to help keep our community safe and our school open.

Yours sincerely,

A handwritten signature in black ink, appearing to read "K. Wood", with a horizontal line underneath.

Ms K. Wood (Headteacher)

COVID-19: KEEPING OUR COMMUNITY SAFE

What to do if your child develops symptoms of COVID 19

If your child develops symptoms of COVID-19, they should remain at home for at least 10 days from the date when their symptoms appeared. Anyone with symptoms will be eligible for testing and this can be arranged by visiting: <https://www.nhs.uk/ask-for-a-coronavirus-test>.

All other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill/reported symptoms. Household members should not go to work, school or public areas whilst exercise should only take place within the home.

Household members staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community. If you are able, you are advised to move any vulnerable individuals (such as the elderly and those with underlying health conditions) out of your home to stay with friends or family for the duration of the home isolation period.

COVID-19 Symptoms

For most people, coronavirus (COVID-19) will be a mild illness. The key symptoms are:

- a high temperature – this means you feel hot to touch on your chest or back (over 37.8°C)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

If your child or anyone in the household does develop symptoms, you can seek advice from NHS 111 or visit <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms>

How to stop COVID-19 spreading

There are things you can do to help reduce the risk of you and anyone you live with getting ill with COVID-19:

- Wash your hands with soap and water often – do this for at least 20 seconds;
- Use hand sanitiser gel if soap and water are not available;
- Wash your hands as soon as you get home;
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze;
- Put used tissues in the bin immediately and wash your hands afterwards.