

5 October 2020

**Dear Parent(s)/Carer(S) - Confirmed COVID-19 case**

I am writing to inform you that we have been notified that a member of staff has tested positive for COVID-19. Data protection requirements obviously make the identity of the member of staff confidential.

We have been liaising with Public Health England and the local Health Protection Team and I can confirm that the individual started experiencing symptoms on Saturday afternoon and has not been in since as per our risk assessment. To determine whether the staff member has been in contact with others who now might be at risk of infection, Public Health England are using the following time frames:

- If symptomatic: 2 days before onset of symptoms until 10 days after onset of symptoms
- If asymptomatic: 2 days before date of test until 10 days after date of test.

As the symptoms started on Saturday, we have looked in detail at the two days before; the member of staff was in school on Thursday and Friday teaching only 5 separate classes. Following detailed discussion with the member of staff and the Health Protection Team, we are confident that social distancing was maintained between the staff member and all students on both days. Therefore, the school will remain open as usual and no students will be contacted to self-isolate.

**What to do if your child develops symptoms of COVID 19**

If your child develops any 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 via <https://www.nhs.uk/ask-for-a-coronavirus-test> or by calling 119.

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.

Household members should not go to work, school, nursery or public areas and exercise should be taken 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 your child has symptoms, try and keep them as far away from other members of your household as possible. It is especially important that they stay away from anyone who is clinically vulnerable or clinically extremely vulnerable with whom you share a household.

## Symptoms

The most common symptoms of coronavirus (COVID-19) are recent onset of:

- new continuous cough and/or
- high temperature
- a loss of, or change in, normal sense of taste or smell (anosmia)

**For most people, coronavirus (COVID-19) will be a mild illness.**

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

## 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

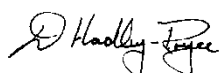
*Do*

- 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

## Further Information

Further information is available at <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Yours sincerely,



**Mr Hadley-Pryce**  
**Head Teacher**