

24.11.20

**RE: Confirmed case of coronavirus (COVID-19) in school**

Dear Parents/Carers,

I am writing to inform you that an individual who has been on site has tested positive for coronavirus (COVID-19).

The individual has not been in school since they developed symptoms and has been self-isolating at home, as per government advice. They have since accessed a test and have tested positive.

The school contacted the dedicated helpline at the Department for Education. The helpline's team conducted a rapid investigation to confirm who the individual was in close contact with during the period they were infectious and to ensure that these individuals were asked to self-isolate. This helpline provided us with definitive advice on which individuals needed to be sent home to self-isolate. The decision has been taken to close the whole Y3 bubble with a return date for all pupils and staff on **Friday 4<sup>th</sup> December**

The individual's close contacts have been identified and informed. Close contacts are:

- Those who have been in face-to-face contact with the individual for any length of time within one metre, including being coughed on, having a face-to-face conversation or having unprotected skin-to-skin contact.
- Those who have been in extended close contact with the individual, i.e. within one to two metres for more than 15 minutes.
- Those who have travelled in a small vehicle, e.g. a car, with the individual.

All pupils and staff members identified as close contacts of the individual have been sent home and advised to self-isolate for 14 days. Their first day back at school will **Friday 4<sup>th</sup> December** as long as they are well again.

You will have been contacted directly if your child needs to self-isolate – if you have not been contacted, you do not need to take any action at this point. The school remains open for all other year groups and, providing your child remains well, they can continue to attend school as normal. We will keep this under review.

I would like to reassure you that we take any suspected and confirmed cases of coronavirus very seriously. A deep clean of any areas they have been in will be carried out.

All staff and pupils will be able to access a test if they begin to display symptoms of coronavirus. If your child develops symptoms, I strongly advise that you access a test for them. You can arrange a

test on the NHS website: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/>.

If any further cases of coronavirus are confirmed, the school will work with Public Health England's local health protection team to ensure the appropriate actions are taken. This may include more pupils and staff being sent home to self-isolate. You will be kept fully informed of any developments.

I understand that you may have questions about the content of this letter, so please get in touch with the school on **0208 662 9700** to discuss any concerns.

I am sure you will all join me in wishing the individual a safe recovery.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M Clark', with a horizontal line underneath.

Matthew Clark

Headteacher