



Date: 20th November 2020

Dear Parent or Carer,

We have been advised by Public Health England that there is a confirmed case of COVID-19 within our school community.

I would like to take time to reassure you that we have taken all necessary actions since hearing this information to keep all children at our school as safe as possible. We have conducted a thorough risk assessment and have spoken personally to anyone who has been in direct contact as per government guidelines.

### 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

### Further Information

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

### Symptoms of COVID 19

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

- new continuous cough and/or
- high temperature and/or
- 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 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 119.

Yours sincerely,

Headteacher

