

02/12/2020

Dear families,

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

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.

All pupils and staff members within the individual's zone (or 'bubble') have been sent home and advised to self-isolate for 14 days. You will have been contacted directly **via telephone** if you or your child need to self-isolate – if you have not been contacted, you do not need to take any action at this point.

If your child is in the affected group, the other members of your household are not required to self-isolate unless your child subsequently develops symptoms.

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. You can apply for 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/> or call NHS 119 if unable to access the internet.

If other cases are detected in the school, Public Health England's local health protection teams will conduct a rapid investigation and will advise us on any further actions that need to be taken. This may include more pupils and staff being sent home to self-isolate. You will be kept fully informed of any developments.

I would like to reassure you that we take any suspected and confirmed case of coronavirus very seriously. As soon as the individual developed symptoms, they were immediately sent home and a deep clean of any areas they were in was carried out. The whole school has since been deep cleaned.

I understand that you may find this news worrying, so please get in touch with **the school office** on **020 8699 1047** to discuss any concerns.

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

Yours sincerely,



**Andy Taylor**  
**Headteacher**

