

Dear Parent,

We have been notified of a confirmed case of COVID-19 within the school.

Your child has been identified as a close contact of the confirmed case. In line with the national guidance your child is advised to self-isolate for 14 days since the last contact with the confirmed case. The date of last contact with a confirmed case is day zero. The 14 day self-isolation period will end on Thursday 5th November.

If your child is well at the end of the 14 day period they will be able to return to school on Thursday 5th November. Other members of your household can continue normal activities provided your child does not develop symptoms within the 14 day self-isolation period.

Please see the link to the PHE Staying at Home Guidance:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

What to do if your child develops symptoms of COVID 19

If your child develops symptoms arrange for a COVID test. This can be done via <https://www.nhs.uk/ask-for-a-coronavirus-test-or-by-calling-119>.

If their test is negative they must still continue to self-isolate for the 14 day period, regardless of the negative test result.

If their test is positive they will need to self-isolate for **10 days** from the date when their symptoms start. All your household members must self-isolate for 14 days.

The date of symptom onset is day zero.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>.

General COVID information

Symptoms

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

- recent onset of new continuous cough or
- high temperature 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 you are concerned about your child's health or the health of anyone else in your house please seek advice from your GP or NHS 111 by phoning 111.

There are things you can do to reduce the risk of getting 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/>

Yours sincerely

Mrs K. Fountain
Head Teacher

Letter Template 2

Letter for staff members who are close contacts of confirmed COVID-19 case in an educational setting: Advice to self-isolate for 14 days

Dear Staff Member,

We have been notified of a confirmed case of COVID-19 within the school.

You have been identified as a close contact of the confirmed case. In line with the national guidance you are advised to self-isolate for 14 days since the last contact with the confirmed case. The date of last contact with a confirmed case is day zero. The 14 day self-isolation period will end on **<insert date>**.

If you remain well at the end of the 14 day period you will be able to return to school on **<insert date>**. Other members of your household can continue normal activities provided you do not develop symptoms within the 14 day self-isolation period.

Please see the link to the PHE Staying at Home Guidance:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

What to do if you develop symptoms of COVID 19

If you develop symptoms arrange for a COVID test. This can be done via <https://www.nhs.uk/ask-for-a-coronavirus-test-or-by-calling-119>.

If your test is negative you must still continue to self-isolate for the 14 day period, regardless of the negative test result.

If your test is positive they will need to self-isolate for **10 days** from the date when your symptoms start. All your household members must self-isolate for 14 days.

The date of symptom onset is day zero.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>.

General COVID information

Symptoms

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

- recent onset of new continuous cough or
- high temperature 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 you are concerned about your health or the health of anyone else in your house please seek advice from your GP or NHS 111 by phoning 111.

There are things you can do to reduce the risk of getting 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/>

Yours sincerely

Head Teacher

Letter Template 3

Letter for parents of students/children not identified as a close contact of confirmed case of COVID-19 in an educational setting

Dear Parent,

We have been informed of a confirmed case of COVID-19 within the school.

This letter is to inform you of the current situation and provide general advice for you.

Those children and staff members who have been in direct prolonged contact with the confirmed case will have received an individual letter advising them to self-isolate in line with the national guidance.

If you have not received a letter identifying your child as a close contact your child is not advised to self-isolate on account of the case in the school. This letter is for your information only.

Although your child has not been identified as a close contact I would like to take this opportunity to provide you with general information on COVID-19.

General COVID information

What to do if your child develops symptoms of COVID 19

If your child develops symptoms of COVID-19 they should remain at home. Arrange for a COVID test via <https://www.nhs.uk/ask-for-a-coronavirus-test> or by calling NHS 119 and inform the head teacher.

If their test is negative and they can return to school when they are well.

If their test is positive they will need to self-isolate for **10 days** from the date when your symptoms start. All your household members must self-isolate for 14 days.

The date of symptom onset is day zero.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>.

Symptoms

The symptoms of coronavirus (COVID-19) are:

- recent onset of new continuous cough or
- high temperature 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 you are concerned about your health or the health of anyone else in your house please seek advice from your GP or NHS 111 by phoning 111.

There are things you can do to reduce the risk of getting 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/>

Yours sincerely,

Head Teacher

Letter Template 4

Letter for staff not identified as a close contact of a confirmed case of COVID-19 in an educational setting

Dear Staff Member,

We have been informed of a confirmed case of COVID-19 within the school.

This letter is to inform you of the current situation and provide general advice for you.

Those children and members of staff who have been in direct prolonged contact with the confirmed case will have received an individual letter advising them to self-isolate in line with the national guidance.

If you have not received a letter identifying you as a close contact you are not advised to self-isolate on account of the case in the school. This letter is for your information only.

Although you have not been identified as a close contact I would like to take this opportunity to provide you with general information on COVID-19

General COVID information

What to do if you develop symptoms of COVID 19

If you develop symptoms of COVID-19, remain at home and arrange for a COVID test via <https://www.nhs.uk/ask-for-a-coronavirus-test> or by calling NHS 119 and inform the head teacher.

If your test is negative and you can return to school when you feel well.

If your test is positive you will need to self-isolate for **10 days** from the date when your symptoms start. All your household members must self-isolate for 14 days. The date of symptom onset is day zero.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>.

Symptoms

The symptoms of coronavirus (COVID-19) are:

- recent onset of new continuous cough or
- high temperature 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 you are concerned about your health or the health of anyone else in your house please seek advice from your GP or NHS 111 by phoning 111.

There are things you can do to reduce the risk of getting 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/>

Yours sincerely,

Head Teacher