Insert school letterhead and contact

FOR PARENTS OF ALL NON CLOSE CONTACTS OF A SINGLE CONFIRMED CASE OF COVID-19 at (insert name of school)

**Advice for parents/carers following a single confirmed case in school**

Dear parent/carer,

We have been advised that there has been a single confirmed case of Covid-19 within (insert school name).

We have followed Public Health England (PHE) guidance and are working closely with PHE and South Gloucestershire Council’s public health and education teams. In line with the guidance, we have taken the decision to close (insert affected bubble class/year group) for 14 days. All children and staff from this bubble group are isolating at home for this period.

**The rest of the school remains open, and providing your child remains well and shows no symptoms of Covid-19, they should continue to attend school as normal.**

We know this news may cause concern and that you may have questions as a result of reading this letter. Please be assured we are closely following all guidance from Public Health England to keep our school as safe as possible and that the safety of our children and staff is our number one priority.

Due to the measures we have in place your child has not had contact with the confirmed case.

Attached to this letter are a number of frequently asked questions which you may find useful in the first instance. If you have any further questions or individual circumstances you would like to discuss with us please contact the school on 01454 86XXXX.

**What to do if your child develops symptoms of Covid-19**

If your child develops symptoms of Covid-19, **you should arrange for your child to be tested** through the [NHS online portal](https://www.nhs.uk/ask-for-a-coronavirus-test) [www.nhs.uk](http://www.nhs.uk) or by calling 119. All members of your household should then isolate for as long as you are advised to do so. **Please do not request a test unless your child develops symptoms.**

**Symptoms of Covid-19**

If your child has any of these symptoms, get a test as soon as possible. Visit: [www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus). If you are unable to use the webpage, call 119. DO NOT call 111 to try and book a test.

* **a high temperature** – where your child feels hot to touch on their chest or back
* **or a new, continuous cough** – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours
* **or a loss or change to sense of smell or taste** – this means they cannot smell or taste anything, or things smell or taste different to normal

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

It is fine to send your child to school with a minor cough or cold. They should attend school if they are fit to do so. But if they have a fever, keep them off school until the fever goes. Get advice from NHS 111 if you’re worried about your child and not sure what to do – it could be another illness and not Covid-19.

South Gloucestershire Council has produced a quick Covid-19: Is my child too ill for school? guide for parents and carers to help you understand when NOT to send your child to school, the steps to take and when to send them back. Visit [www.southglos.gov.uk/schoolreturn](http://www.southglos.gov.uk/schoolreturn) to view the guide.

**How to stop Covid-19 spreading**

Remember there are things you can do to help reduce the risk of you and anyone you live with getting ill with Covid-19. It is everyone’s responsibility to do the right thing.

HANDS, FACE, SPACE:

* Wash your hands regularly
* \*Wear a face covering in all shops, indoor and hospitality venues, on public transport and taxis
* Keep your distance from others

\*Exemptions include: children under the age of 11, people with breathing difficulties and people living with a disability.

**Further information**

Further information is available at [www.nhs.uk](http://www.nhs.uk)

If you have any worries or questions please do not hesitate to contact us.

(insert headteacher name and title)