Insert school letterhead and contact

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

**Advice for children in (insert year group/class name/bubble name) to self-isolate for 14 days**

Dear parent/carer,

We have been advised that there has been a single confirmed case of Covid-19 within (insert year group/class name). (insert details if relevant to say the child is thankfully not unwell).

We have followed Public Health England (PHE) guidance and are working closely with PHE and South Gloucestershire Council’s public health and education teams. We have identified that your child has been in close contact with the affected person, as part of the same bubble. In line with national guidance and our risk assessment, we ask that you keep your child at home and self-isolated until (insert date), returning to school on (insert date).

We are asking you to do this as a precaution, to help stop the spread of Covid-19 to other members of the community. Please note that this is in line with the government’s **new legal obligation** to self-isolate.

National guidance states only those identified as a close contact of a confirmed case must isolate:

* Provided your child does not develop symptoms within the 14-day isolation period, other members of your household can continue their usual activities. If your child does develop symptoms, all members of your household must isolate for 14 days from the day your child’s symptoms started.
* Siblings within your household can still attend school as normal as long as your child isolating does not have symptoms and the sibling is symptom-free.
* The rest of the school will remain open.
* You do not need to request a test for your child unless they display symptoms as outlined below.

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 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)

Please be assured that we have followed and continue to follow all Public Health England guidance for infection control and to minimise any potential spread.

We are sorry for any inconvenience this has caused you and your family. We would like to thank parents and children for their support and understanding in this unsettling time, when everyone’s safety and wellbeing is our top priority.

We will be in touch with information and support on home learning for your child.

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

(insert headteacher name and title)