**Letter for educational settings to send to parents/carers**

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Date: \_\_\_\_\_\_\_\_

Dear Parents/Carers,

Over the last xxx weeks we have been made aware that several members of the school community have developed symptoms of a respiratory infection/ COVID-19, a high temperature and/or have felt unwell.

We are continuing to monitor the situation and where necessary are working with public health advisers. This letter is to inform you of the current situation and provide advice on how to support your child.

The school remains open and providing your child remains well they can continue to attend school as normal. There are a number of management actions that may be taken to reduce the spread of respiratory infections in schools/settings including increasing cleaning, ventilation and reducing mixing in schools. In exceptional circumstances, face coverings could be considered for use in communal areas by staff, visitors and secondary-age pupils. We are extremely mindful of the negative impact of missing education has on children and young people, therefore, restricting attendance at school will only be considered as an absolute last resort.

**What to do if your child –**

**Develops symptoms of a respiratory infection, including COVID-19 and/or has a high temperature**

They are advised to stay at home and avoid contact with other people for at least 3 days AND they have been 48 hours fever-free and feel well enough to resume normal activities.

**What to do if your child tests positive for COVID-19**

If they tests positive for COVID-19, they should remain at home for at least 3 days AND they have been 48 hours fever-free and feel well enough to resume normal activities.

**Household contacts**

People who live in the same household as someone with COVID-19 are at the highest risk of becoming infected because they are most likely to have prolonged close contact. If you live with, or have stayed overnight in the household of, someone who has COVID-19 please follow government guidance at [www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19#what-to-do-if-you-are-a-close-contact-of-someone-who-has-had-a-positive-test-result-for-covid-19](http://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19#what-to-do-if-you-are-a-close-contact-of-someone-who-has-had-a-positive-test-result-for-covid-19)

**How you can help**

**Vaccination** is the single, most effective step we can take to protect ourselves and others from COVID-19 and we would urge everyone to ‘grab a jab’. This is crucially important for lowering the infection rate in schools/settings and the wider community and is the best way you can protect yourself and your family from COVID-19. For more information visit <https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/>

**Symptoms** - It is important that all parents/carers are vigilant in spotting symptoms in their child(ren) and as above, do not send them to their school/setting if they have the symptoms listed at [www.nhs.uk/conditions/coronavirus-covid-19/symptoms/coronavirus-in-children/](http://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/coronavirus-in-children/)

**Hand hygiene** – respiratory infections are easily spread from person to person. Good hygiene by everyone in the family reduces the risk. This means washing hands with soap and warm water for a minimum of 20 seconds or using hand sanitiser regularly.

If you need any further advice –

* For non-immediate medical help phone NHS 111, or visit <https://111.nhs.uk/>
* For COVID-19 related questions or queries phone 119, or visit <https://www.nhs.uk/conditions/coronavirus-covid-19/using-the-nhs-and-other-health-services/when-to-call-119/>.

Thank you for your support.

Yours sincerely

Headteacher