Dear parent / carer

In line with our commitment to transparency, I write to inform you that a member of staff at xxxxxxx School has tested positive for COVID-19. We are in regular contact with them, offering help and support where possible, and I’m pleased to tell you that they are now recovering well and are expected to return to full health.

**While we believe the risk to other members of the school community to be very low, we are taking this matter extremely seriously.**

We have been in close contact with the Department for Education and Public Health England who have listened carefully to how we are operating the school now for a very small number of students. They have confirmed that we can continue working the way we are, and that no further precautions are required for students who may have been in contact with this member of staff.

This member of staff has not been in school for xxxxxxx days. The current advice on incubation period for COVID-19 is approximately fourteen days. If your child stopped attending school based on the Government guidance for self-isolation for vulnerable groups, that was released on Tuesday 17th March, they may already be outside of this window. If your child continued to attend and does not present with symptoms within the next couple of days, there is very minimal risk of development, provided you follow guidance on social distancing and remain at home other than one period of exercise per day, alone or with people from your household, keeping a safe 2m distance from others.

Please remind yourself of the symptoms of COVID-19 and follow NHS guidance if you have concerns about the health of anyone in your family:

https://111.nhs.uk/covid-19

We have been reassured by Public Health England and the Department for Education that there is minimal risk to the school community. However, if you have any questions, please contact the school and ask to speak to a senior leader. If your query relates to your health or that of your child, please contact 111.

Yours sincerely