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Tom Beveridge: Headteacher

Dear Parent/ Guardian,

I am writing to let you know that a member of staff at the school has been in contact with a person who has coronavirus (COVID 19) and therefore, as a precaution, has been advised to isolate at home.

The staff member is currently **only a contact of a case** and therefore **no further action is necessary at the moment**. We are in regular contact with Public Health England and with education and public health colleagues at the county council, and I can assure you we will follow all their advice and guidance.

The best advice for everyone at the moment is to carry on with the public health advice on personal hygiene:

- Catch coughs and sneezes with a tissue, dispose of the tissue in a bin immediately and then wash your hands with soap and water or alcohol-based hand sanitizer
- Wash your hands with soap and water (or use hand sanitizer) frequently and especially on arrival and before leaving home or any childcare or educational setting, before cooking and eating, after using the toilet, and after breaks or sporting activities.

You can keep up to date with national advice and information regarding coronavirus by visiting <https://www.nhs.uk/conditions/coronavirus-covid-19/>

I appreciate this is likely to raise concerns within the school community but I would urge you to remain calm and continue to be responsible with your comments and actions, so as not to cause unnecessary anxiety for our pupils, staff and the wider area.

I will of course write to you again when I have any further information and we will not be able to respond to enquiries about individual students, these enquiries should be directed to the DfE Helpline (0800 046 8687) or NHS Direct on 111. The latest guidance from the DfE is on our website and please don't hesitate to get in touch if you have any other questions or concerns.

Yours sincerely,

**Tom Beveridge**  
Headteacher

TB/TW – coronavirus-120320



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