

## **Croydon Council – Educational Setting – Template Letters**

### **Letter A: To send to the parents/ carers of children in the setting about a positive case in their child's group**

Dear parent / carer,

#### **Confirmed case of coronavirus**

I am writing to inform you that one of the members of your child's group at Kensington Avenue Primary School has tested positive for coronavirus. As a precaution, and following the medical advice from Public Health England, we are asking your child and the other members of their group to self-isolate at home for the next 14 days.

We are working closely with Croydon Council and Public Health England to ensure we have the best possible advice on how to proceed.

While I know this is concerning news, please rest assured that the latest evidence is that children and young people have less severe symptoms than adults if they contract coronavirus and that they are less likely to become unwell if infected with coronavirus.

#### **What do I do now?**

- Your child should isolate at home for 14 days

If your child does not develop symptoms after 14 days, they can end self-isolation. Please note the guidance is that other household members do not need to self-isolate unless your child subsequently develops symptoms.

Please be reassured that this is a precaution to try and stop the spread of the virus to the pupils in the group and their wider families.

However, if your child develops one or more of the following symptoms, they may have coronavirus:

- a new continuous cough
- a high temperature
- a loss of, or change in, their normal sense of taste or smell (anosmia)

If they have one or more of the above symptoms, you should:

- Request a coronavirus test immediately. The test only works for the five days after symptoms started

- Order a test. <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/>
- Everyone living in the same household/ support bubble, including adults and other children, should self-isolate for 14 days
- Keep the school informed about symptoms, self-isolation and test results
- If you have a child at another school, let them know as well

There is no need to go to the GP or hospital if they do, but if their condition worsens or their symptoms do not get better after 10 days, then you should access the NHS 111 online service (111.nhs.uk).

Can we take this opportunity to remind you of the actions you can take to keep yourselves, your family and your community safe.

- Frequently wash your hands with soap and warm water for 20 seconds, before and after you eat, when entering a building, after getting home
- Social distancing – keep two metres away from people as a precaution or one metre when you can reduce the risk by taking other precautions. [See here](#) for more information
- Walk or cycle to school where possible
- Wear face coverings where required

If you have any questions, please call us on 0208 764 2923 or email [parents@kaps.croydon.sch.uk](mailto:parents@kaps.croydon.sch.uk)

Thank you for your support at this important time

Yours sincerely

## **Letter B: To send to the parents/ carers of children in the setting about a positive case not in their child's group**

Dear Parent / Carer

### **Confirmed case of coronavirus in the setting, but not your child's group**

I am writing to inform you that one of our community members at <setting> has tested positive for COVID-19.

The individual is not in the group that your child is part of and as result your child and your child's group do not need to self-isolate. The individual's group has been asked to self-isolate for 14 days as a precaution, as have any staff who have been in contact.

We have stringent protocols to reduce risk and to ensure that groups of pupils and staff do not mix, including using different areas of the school, toilets, classrooms, playgrounds and staircases. We also have a very thorough cleaning rota and areas of the school are being deep cleaned. On the advice of Public Health England and the Local Authority we are remaining open to other groups.

As a reminder, if you or your child develops one or more of the following symptoms, they may have coronavirus.

- a new continuous cough
- a high and the household should self-isolate for 14 days temperature
- a loss of, or change in, their normal sense of taste or smell (anosmia)
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The person with symptoms should self-isolate for 10 days and get tested as soon as possible. The other members of their household should self-isolate for 14 days. We would like to remind you of the actions you can take to keep yourselves, your family and your community safe.

- Frequently wash your hands with soap and warm water for 20 seconds, before and after you eat, when entering a building, after getting home
- Social distancing – keep two metres away from people as a precaution or one metre when you can reduce the risk by taking other precautions. [See here](#) for more information
- Walk or cycle to school where possible
- Wear face coverings where required

Thank you for your support in this important matter. We look forward to seeing your son / daughter tomorrow / on Monday

Yours sincerely,