Date: DD/MM/YYYY

FOR PARENTS WITH A CHILD IN A BUBBLE WHERE THERE IS SOMEONE WITH SYMPTOMS OF COVID-19 at XXXXX

Dear Parent,

We are writing to advise you that a member of your child’s class/staff member (delete as appropriate) is awaiting results from a Covid-19 test.

At the moment the results have not been received and this is just to inform you of the current situation.

If the results come back as positive further information will be sent out to you advising on what you will need to do.

If you do not hear anything further from us then the results will have come back as negative.

In the meantime your child should still attend school as normal

I would like to reassure you that the school is following the current Government guidance on cleaning, infection control and social distancing and is receiving support from the Telford and Wrekin Health Protection Hub.

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-6-cleaning-the-environment>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

Yours faithfully

Headteacher