

8 December 2020

Dear Parents & Carers

I hope you are all safe and well.

Unfortunately, we have been advised by Public Health England that there has been a confirmed case of COVID-19 within the Academy.

In line with the latest government and Public Health England advice, the affected pupils, identified through our contact tracing process, are now self-isolating as a precautionary measure.

We know you may find this concerning but I want to reassure you that, as an Academy, we take the health, safety and wellbeing of all of our pupils, staff and the wider school community extremely seriously and are working in partnership with the local public health authority to ensure the appropriate steps are taken.

Additionally, our contact tracing and robust health and safety measures have allowed us to effectively respond to this matter and ensure the Academy continues to be safe for all other pupils and staff, and your child should continue to attend if they remain in good health and not show any COVID-19 symptoms.

We are also working closely with the Department for Education and the Trust to ensure this risk continues to be minimised as much as possible and will remain in contact with our parents and carers to provide regular updates and information.

In the meantime, I would also like to take this opportunity to remind you of the steps that we can all take to reduce the risk of spreading infection. These simple measures are:

If your child, a household member or a member of your support bubble develops any of the following symptoms, we ask that you notify the school immediately and arrange a test by visiting <https://www.nhs.uk/ask-for-a-coronavirus-test> or by phoning 119.

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

If your child develops any of these symptoms, they must not come to school and should remain at home for at least 10 days from the date when their symptoms appeared. All other household members who remain well, must stay at home and not leave the house for 14 days from the date when their symptoms appeared. This includes anyone in your 'Support Bubble'.

Further information is available at: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>.

If your child or anyone in the household does develop symptoms, you can seek further advice from NHS 111 at <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/> or by phoning 111.

As a community, we can also help reduce the risk of spreading COVID-19 by:

- washing your hands with soap and water often – do this for at least 20 seconds
- using hand sanitiser gel if soap and water are not available
- washing your hands as soon as you get home
- covering your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- putting used tissues in the bin immediately and wash your hands afterwards

I know these are challenging circumstances for our pupils, staff and wider school community and would like to thank you for your ongoing support during this unprecedented time.

If you have any questions, please do not hesitate to contact us at the Academy or use the link below for further information:

#### **Further Information**

Further information is available at <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Yours Sincerely



**Mr B Pearce**  
**Principal**



**Greenwood Academies Trust**

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