DATE: Tuesday 15th September 2020

SUBJECT: Information regarding a Coronavirus incident

Dear Parents/ Carers,

I am writing to inform you that unfortunately a member of staff has tested positive for COVID-19. Track and trace has been in place, and it has been found that this member of staff was exposed to the virus outside of school. The systems in school are working well and proving to be very effective, however if it is caught outside of school the best we can do is contain it.

We have successfully contained the situation and tracked and traced the staff who have been in ‘Close Contact’ with this member of staff. We have been working closely with the Local Authority and have been assured that there is no more that could have been done by the school.

This is a reminder to all of us about the dangers of the virus, and why we must all stay vigilant both in and outside of school. We must ensure that we stick to the Government guidelines, including ‘The Rule of Six’, that is now officially in force.

**Important points:**

• Cases of Covid-19 in Havering are increasing, which is a real concern, and a big reason for all of us to stay alert to these matters.

• Social distancing of 2 metres remains the most effective way of reducing the risk of transmission. If you consistently stay 2m apart from others you can help to reduce the risk of transmission. We know this is not possible for children but would ask that parents observe this in school with each other, and if talking to members of staff where, as said previously, face coverings must be worn.

• Tests can be booked by visiting https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name Some are finding it hard to get tests, which PHE recognised and are working with the Government to rectify. Keep refreshing the page to get an appointment and google where local mobile sites may be which change daily. A test centre will give a result more quickly. Home testing kits become available at 8am and again at lunchtime each day.

• Stay in close contact with us at school if your child or any member of your household is displaying symptoms (Please see attached flow chart). Please avoid posting on social media and let the school take control.

Yours sincerely

MNunn

Mr Michael Nunn

