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15 October 2020

Dear Parent/Carer

We have been informed that there is a confirmed case of COVID-19 within the school. It is a member of staff. We have carried out a full risk assessment and identified that due to the size of the school the person who has tested positive is more than likely to have contact with staff and pupils.

I appreciate how challenging this situation is for our children, parents and carers, but the senior management team have decided to close the school tonight Thursday 15th October 2020. We will be reopening on Tuesday 3rd November 2020.

Can I ask all parents/carers to report any positive cases to any of the following staff:

Deirdre Pearson – 07926 437837

Jo Reiling – 07970 836322

Helen Richardson (Primary) – 07710 655522

Karen Cowans – 07929 893626

It is important that we have this information as this will inform our next steps.

The most common symptoms of COVID-19 are a recent onset of a new continuous cough and/or a high temperature and/or a loss of, or change in, normal sense of taste or smell (anosmia). If your child, or anyone in your household develops these symptoms, your whole household must remain at home and not go to work, school or public areas.

You should arrange testing for the person who has developed symptoms. When the result is known further advice will be available. Testing can be arranged by calling 119 or via the NHS website: [nhs.uk/coronavirus](https://www.nhs.uk/coronavirus) How to stop COVID-19 spreading. If you have any difficulty getting a test could you please contact Emma Charlton on 07714 321992 so she can help you with this. There are things we can all do to help reduce the risk of you and anyone you live with getting ill with COVID-19:

- wash your hands with soap and water often – do this for at least 20 seconds
- use hand sanitiser gel if soap and water are not available and wash your hands as soon as you get home
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards Further information is available at [nhs.uk/coronavirus](https://www.nhs.uk/coronavirus) Further information from Head Teacher
- We have carefully thought about:
 - Contact between each child and teacher/support staff and identified, the majority of have been in contact with the person.
 - considered pupils and staff who have sat next to or in close proximity to the person on the school bus.

If symptoms develop you are advised to trace back 2 days' contact.

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For example, a contact can be:

- people who spend significant time in the same household as a person who has tested positive for COVID-19
 - a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:
 - being coughed on or having a face-to-face conversation within one metre
 - having skin-to-skin physical contact, or contact within one metre for one minute or longer without face-to-face contact
 - a person who has been within 2 metres of someone who has tested positive for COVID19 for more than 15 minutes
 - a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19
- It is this definition that I have used this weekend, on the advice of Public Health England, to identify students or staff who should self-isolate. I have highlighted some crucial passages.

I am happy to answer questions if you would like any further information. We have sent work home for the children, please email any of the teaching staff if you have queries with work, they will be working from home.

Yours sincerely
For Talbot House Trust



Deirdre Pearson
Chief Executive