PLEASE NOTE; THIS LETTER SHOULD NOT BE ISSUED UNTIL THE CONTENTS HAVE BEEN AGREED WITH THE PHE SW HEALTH PROTECTION TEAM. THE CONTENTS MAY CHANGE AND STATUS OF CASES WILL NEED TO BE UPDATED.

**Outbreak letter for school – Advice to parents**

Dear parents,

Over the last xxx weeks we have been made aware of several children in our school/ setting community who have tested positive for COVID 19.

We are continuing to monitor the situation and are working closely with Public Health England and the Local Authority. This letter is to inform you of the current situation and provide advice on how to support your child. Please be reassured that for most people, coronavirus (COVID-19) will be a mild illness.

The small number of children who have been in direct prolonged contact with the confirmed cases will have received an individual letter and will be staying at home for 14 days.

The school/setting remains open and, providing your child remains well, they can continue to attend school as normal. We will keep this under review.

**What to do if your child develops symptoms of COVID 19**

If your child develops symptoms of COVID-19, you should organise for your child to be tested via the NHS online portal or by calling 119. Your household should isolate until you receive the test results giving the all clear.

**Symptoms of COVID 19**

The most common symptoms of coronavirus (COVID-19) are recent onset of:

* new continuous cough and/or
* high temperature
* a loss of, or change in, normal sense of taste or smell (anosmia)

**How to stop COVID-19 spreading**

There are things you can do to help reduce the risk of you and anyone you live with getting ill with COVID-19

Do:

* 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
* 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**

Further information is available at <https://www.nhs.uk/conditions/coronavirus-covid-19/> and <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>.

Yours sincerely,

Name

Role