

21st September 2020

Dear Parents/Careers of Hawks and Eagles

I am writing to inform you that late Sunday evening (20th of September), I was made aware that a member of staff at Houghton Conquest Lower School has tested positively for Coronavirus. This means that when they took the test on the 18th September 2020, they had the virus. The member of staff is at home, unwell, and of course now in self-isolation. I am sure you will join me in sending them our best wishes.

At the earliest opportunity today, I have been in contact with the Department for Education's dedicated Coronavirus helpline to confirm the arrangements made in my previous letter. Based on this discussion, I must confirm the following:

- As of **Monday 21st September 2020**, Eagles class (Y4) must self-isolate. This includes all the adults who have spent considerable time in this environment with the 'positive case'. In accordance with guidance given to me, this classroom will re-open on the **2nd October 2020**.
- As of **Monday 21st September 2020**, Hawks class (Y3) must self-isolate. This includes all the adults who have spent considerable time in this environment with the 'positive case'. In accordance with guidance given to me, this classroom will re-open on the **2nd October 2020**.
- If you have children who are not in the above classes, **they must continue** to attend school unless they themselves show symptoms of Coronavirus as detailed below.

I will write to you shortly to explain to you our plans for remote education – that is, to ensure your children are able to continue to make academic progress during this two-week closure period.

In accordance with government guidelines, please do not get your child tested for Coronavirus, except of course if they display symptoms related to the virus. A reminder that these are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature).
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).
- a loss or change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal.

If your child does show symptoms, and is tested, please do inform us immediately. If you receive the result out of school hours please email head@hcschool.org.uk.

I understand this letter will cause disappointment, inconvenience, and possibly concern to you as parents. I am hopeful of course that you will see that this is not a failing on the part of the school, but rather an unfortunate inevitability for any school in the country during this global pandemic.

My thanks to you in advance for ensuring our school's unity shines brightly now more than ever. If you have any questions in the meantime, please contact us directly as we are here to help.

Please rest assured I will continue to work closely with Public Health England and will keep in regular contact with you in an open, honest, and positive spirit.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Heaslip', written in a cursive style.

Miss J Heaslip
Acting Headteacher