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**Our Ref:** LMCA/CC

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Dear Parent/Carer,

As we are sure that you are aware, we are required to follow government guidelines in keeping our children and young people, staff and families safe in regards to the COVID-19 virus.

To support this work we would ask that you please report absences of your children in the normal way, and please alert your school/centre as to the nature of the absence, particularly in relation to either symptoms, self-isolation or a formal diagnosis of COVID-19.

We would also ask for your full co-operation in working with our school teams in respect of your child displaying any of the following symptoms while at school or early childhood centre.

We are following national guidance relating to the symptoms of COVID-19 which are:

- new continuous cough and/or
- high temperature

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection>

If your child displays any of these symptoms, you should keep your child at home and report this to the school as described above. We have asked for staff vigilance around identifying symptoms in our children and young people.

A member of staff will contact you if your child is displaying any of the symptoms and will ask you to collect your child from the school/centre as soon as possible and seek the appropriate medical advice. We ask for your full support in keeping all of our children and young people safe, recognising that our teams are not qualified clinicians but are very aware of symptoms.

Thank you for working with us on this matter and may I send my own personal thanks for your co-operation in helping us to keep everyone safe during this time.

Yours sincerely



LINDA McAULAY-GRIFFITHS  
Head of Education