

Our Ref: LM/WI  
Your Ref:  
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Department of Education  
Williamwood High School  
Head Teacher: William Inglis MA (Hons)  
Eaglesham Road, Clarkston,  
East Renfrewshire  
G76 8RF

Dear Parent,

My sincere thanks for your support in encouraging our children to adhere so conscientiously to the new rules on face coverings in school. I cannot praise them enough for the mature and responsible way in which they have embraced the hygiene routines and face covering requirements imposed upon them this session.

My reason for writing is to remind you of the existing procedures for notifying pupil absence and to clarify the new procedures that must be followed as a result of this week's partial lockdown in the Glasgow, East Renfrewshire and West Dunbartonshire areas.

- In the event that your child develops any of the symptoms of Covid-19 (high temperature, cough, loss of taste or smell), please arrange for your child to be tested and inform the school office by email ([SchoolMail@williamwood.e-renfrew.sch.uk](mailto:SchoolMail@williamwood.e-renfrew.sch.uk)). Pupils should not return to school until the test result has been received.
- On receipt of a negative test result, please remember to email the school office to advise us of the result before you send your child back to school. We can then report this information to East Renfrewshire Council Education Department and to Environmental Health.
- Should the test result be positive, please let us know immediately and follow the advice given to you by Health Protection staff.
- If any member of your household displays symptoms, your child must not attend school until the symptomatic family member has received a negative test result. Again, please remember to advise the school office of the outcome of the test before your child returns to school.
- If any member of your household tests positive for Covid-19, everyone in the household must isolate for 14 days even if they have no symptoms or if they are tested and receive a negative test result.
- If any member of your household has been told by contact tracers to self-isolate as a result of close contact with someone who has tested positive, everyone in the household must isolate for 14 days even if they have no symptoms or if they are tested and receive a negative test result. (Please note that this is a change to the previous rules).

I hope that this information is helpful. As always, please do not hesitate to contact a member of office staff if you require any advice or clarification.

Best wishes

William Inglis  
Head Teacher  
Williamwood High School



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