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Dear Parent/Carer

Today we were advised that there has been one confirmed COVID-19 case Year 12.

Having carefully reviewed and completed a risk assessment with Public Health England, 'contacts' within the School community have been identified and asked to self-isolate. All other students are to continue to attend School as per the current arrangements.

The School has a robust system to identify and track potential contacts. On receiving confirmation of a positive COVID-19 case, a team of senior teachers work collaboratively to interview the individuals, collect information about where the person was sitting and who they interacted with. Each of the identified individual is usually interviewed and information is collected before contact is made with Public Health England. The case is then jointly reviewed with PHE, who provide the School with specific guidance on what actions need to be taken. At every turn we follow the guidance provided by the health professionals.

Standard Contact Definition:

- 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 COVID-19 for more than 15 minutes

We know that you may find this concerning but we are continuing to monitor the situation and are working closely with Public Health England. 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, COVID-19 will be a mild illness.

Yours faithfully

**M O'Hagan**  
**Deputy Headteacher**