24th March 2020

Dear parent/carer

**Keeping us informed of confirmed and suspected cases of Covid-19 (Coronavirus)**

I am writing to you as the parent/carer of a pupil who attends Rufford Primary School.

We hope you and your family are fit and healthy in the difficult situation we all find ourselves in.

It is important that we are aware of any confirmed cases of Covid-19 (also known as Coronavirus) that may be affecting our pupils or their families. This will keep us fully informed of the number of cases that might be affecting pupils at our school.

If your child, or a member of the family that lives with that child, has a definite confirmed case of Covid-19 could you please let us know as soon as possible. This is a really important request as we may need to take action to help and support other children and staff who have been in contact with them. We recognise this will also be a very difficult time for you.

Could you also confirm if your child or anyone in the family is showing signs of possible infection with Covid-19, 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)

When you contact us please make it very clear if these are definite confirmed cases of Covid-19, where people have been tested and the infection confirmed by medical staff or if they are people who are showing signs of possible infection.

Could you please tell us by ringing the school on 07401 196935 or by sending a text with details of the above, including your child's name and class. If the call is not picked up, please leave a voicemail.

Thank you for your support in doing this.

Yours sincerely

Ms A Middleton

Headteacher