

Highfield Primary School



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Headteacher - **David Wilson B.A. (Hons)**
Deputy Headteachers–
Stephanie Morton B.A. (Hons)

Dear Parent/Carer,

Re: Coronavirus Concerns

You're likely aware of the outbreak of novel coronavirus and the subsequent confirmed cases in the UK. At Highfield, we take the health and safety of our pupils and staff very seriously, so we're sharing guidance from Public Health England on steps you should be taking at home to minimize the spread of any infection.

The school will remain open unless advised otherwise. We will keep you informed of any developments and will ensure we're keeping the school clean to prevent the spread of *any* virus. For the most up-to-date guidance from Public Health England, please see: <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

Symptoms to look out for:

- New continuous cough and/or
- Fever (a temperature of 38 degrees C or higher)

What to do if your child has symptoms:

- **If your child has a new continuous cough or a high temp you must keep them off for a week.** If symptoms go within the week they still need to stay off for the week but can come back after. If symptoms persist, you must keep them off until they no longer have symptoms.
- If your child develops a cough or a high temp while at school, **we will ask you to collect them as soon as possible and to keep them off for a week. It is essential we have your up to date contact numbers so please contact the office if you need to update these.**
- **IMPORTANT:** If your child has been in contact with someone who has a positive diagnosis of Coronavirus, they must stay off for two weeks regardless of if they have symptoms or not.

Staff will be following the same advice as children so although we will try to keep the school running as normal, we do expect there will be higher staff absence therefore there may be the need to split classes or in the worst case scenario, to close some classes. If this is the case, the school will inform you as soon as possible. We may also need to cancel clubs including Breakfast and After School Club.

Preventing the spread of infection:

Make sure you and your children follow these general principles to prevent spreading any respiratory virus:

- Wash your hands often – With soap and water and for at least 20 seconds. Use an alcohol-based sanitiser if soap and water aren't available. A video on how to wash your hands can be found here: <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Avoid close contact with people who are sick
- If you feel unwell, stay at home and don't attend work or school
- Cover your cough or sneeze with a tissue, then throw the tissue in a bin
- Clean and disinfect frequently touched objects and surfaces in the home
- If you're worried about your symptoms, please call NHS 111 – don't go directly to your GP or other healthcare environment

If you think you might have Coronavirus, or you've been in close contact with someone who has it:

- Stay at home and avoid close contact with other people
- Do not go to a GP Surgery, Pharmacy or Hospital
- Use the NHS 111 Online Coronavirus Service to find out what to do next

School Trips:

We have reviewed any upcoming trips and will be canceling any that require the children to travel on public transport. This does not include trips on coaches.

Yours Sincerely

David Wilson
Headteacher

"The Headteacher's passion for ensuring all pupils receive an outstanding education is tangible in all aspects of the school's work."
Highfield Primary is an Outstanding School - Ofsted 2016

