

EXEMPLAR TEMPLATES FOR COMMUNICATING WITH PARENTS

IF A MEMBER OF THE SCHOOL COMMUNITY TESTS POSITIVE FOR COVID-19

Dear Parent/Guardian,

I wish to inform you that a member of our school community has tested positive for Covid-19.

I have sought the most up-to-date advice from the Public Health Agency (PHA) and *<Insert action required as advised by PHA e.g. closing the affected area, arranging an enhanced clean of the school>*.

The pupils and staff that are affected have been notified and advised separately by the PHA. *<Detail whether or not school operating hours will be impacted>*

I do appreciate the concerns of parents, pupils and the wider school community and wish to reassure you that every precaution has been taken.

Ensuring the safety of pupils and staff is my absolute priority and I will continue to monitor this situation carefully and keep you informed.

Parents with any questions or concerns are welcome to contact *<Insert contact name and details>*.

Kind regards,

<Insert Principal name>

IF A CHILD IS DIRECTLY IMPACTED BY CONFIRMED COVID-19 CASE

Dear Parent/ Guardian,

I wish to inform you that a member of your child's class, *<insert class name e.g. 2B>*, has tested positive for Covid-19.

I have sought the most up-to-date advice from the Public Health Agency (PHA) and would like to assure you that I am following their advice at every stage.

If your child has been in close proximity to the positive case, your details have been passed on to the PHA who will be in touch with you shortly with the latest advice on what you should do next.

If you are not contacted by PHA then your child was not in close contact with the positive case and your child is free to return to school.

At this stage, the classroom has been closed and will undergo an enhanced clean in the coming days. All other areas around the school remain unaffected.

I do appreciate the concerns of parents, pupils and the wider school community and wish to reassure you that every precaution has been taken.

Ensuring the safety of pupils and staff is my absolute priority and I will continue to monitor this situation carefully and keep you informed.

Parents with any questions or concerns are welcome to contact *<Insert contact name and email/telephone number>*.

Kind regards,

<Insert name>