**Letter template: For PVI to send to parents / carers to warn and inform them there are positive COVID-19 cases in their child’s room / group / setting (when child IS a known close contact)**

**Please note: there is no longer a requirement for educational settings to identify close contacts, however this letter template can be used if you wish to inform parents / carers that their child could be a close contact.**

Dear Parent / Carer

I am writing to inform you that we have at least 1 individual in your child’s group who has tested positive for COVID-19.

We have identified that your child potentially had close contact with the individual during their infectious period. On 16 August 2021, the national COVID-19 guidance changed. Early years settings are no longer required to advise children who are close contacts of positive cases to isolate, so your child can continue to attend the setting, however I would be grateful if you would read the advice below.

* Now we are seeing positive cases, please be vigilant in looking out for the main symptoms of COVID-19 in your child, however mild (a high temperature of 37.8°C or above, a new continuous cough and / or change to sense of taste and smell). If your child develops one of these symptoms, please arrange for them to have a PCR test and keep them at home until you know the result.
* You can book a PCR test online [here](https://www.nhs.uk/conditions/coronavirus-covid-19/testing/get-tested-for-coronavirus/). If you do not have access to the internet, please call 119. The quickest way to get a test is by booking to attend a Local Testing Site, however you can also arrange for a test kit to be sent to your home address.
* If your child becomes unwell, but does not have one of the three main symptoms of COVID-19, please consider getting them tested COVID-19. This is because they are a close contact of a positive case. If they do not have one of the main symptoms of COVID-19, they will not need to be kept at home whilst waiting for the test or the result (but please do keep them at home if they are too unwell to come to the setting).
* Please encourage your child to wash their hands regularly for at least 20 seconds if they are old enough to do this. Use tissues for sneezes and runny noses. We may increase the ventilation in the setting, so please ensure your child always has warm clothes with them.
* If you are concerned that your child, or a member of their household may be more vulnerable to COVID-19 infection and are worried about them potentially being exposed to the virus, please contact me and we can discuss the protective measures we have in place in the setting, as well as jointly consider if any further action should be taken to protect your child and / or their wider household.

NHS Test and Trace (NHSTT) will contact the parent / carer of a child who has tested positive (or if a staff member, the individual directly) to identify close contacts, so if your child has had contact with the positive case outside of our setting, then NHSTT may contact you.

If not doing so already, we encourage all adults and secondary school aged children in your household (who have not tested positive for COVID-19 via a PCR test within the past 90 days) to self-test twice-weekly with lateral flow devices. Secondary school children are provided with tests via their schools. Adults can pick up free test kits from many local pharmacies or order kits [online](https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests).

We also recommend anyone eligible in your household gets the [COVID-19 vaccine](https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/coronavirus-vaccine/) if they have not done so already.

I appreciate this can be an anxious time for families. Please don’t hesitate to let me know if you have any further queries. I have also included information on wellbeing resources at the end of this letter.

Yours sincerely

Xxxxxxxx

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| **BE AWARE!** As well as COVID-19, we are expecting to see a number of other viral infections circulate amongst young children over the next few months. This is due to children mixing more as COVID-19 restrictions are reduced.Please read the information via the links below:* Bronchiolitis: <https://www.nhs.uk/conditions/bronchiolitis/>
* Norovirus: <https://www.nhs.uk/conditions/norovirus/>
* Flu: <https://www.nhs.uk/conditions/flu/>
* High temperature (fever) in children: <https://www.nhs.uk/conditions/fever-in-children/>
* Common cold: <https://www.nhs.uk/conditions/common-cold/>
* Slapped cheek syndrome: <https://www.nhs.uk/conditions/slapped-cheek-syndrome/>
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| **Mental wellbeing support for children and parents**Encourage your child to talk to you or their teacher if they are feeling anxious or stressed.Online resources to help you support your child with mental health and wellbeing, include:* [MindEd](https://www.minded.org.uk/) - a free educational resource on children and young people’s mental health
* [Every Mind Matters](https://www.nhs.uk/oneyou/every-mind-matters/) - an online tool and email journey to support everyone in taking action to look after their mental health and wellbeing
* [Bereavement UK](https://www.childbereavementuk.org/) and the [Childhood Bereavement Network](http://www.childhoodbereavementnetwork.org.uk/covid-19.aspx) - information and resources to support bereaved pupils, schools and staff
* the [DfE blog](https://dfemedia.blog.gov.uk/) - includes [mental health resources](https://dfemedia.blog.gov.uk/2021/02/01/mental-health-resources-for-children-parents-carers-and-school-staff/) for children, parents, carers and school staff

Public Health England’s (PHE) [advice and guidance for parents and professionals on supporting children and young people’s mental health and wellbeing](https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing) includes actions you can take to support your child and emphasises the importance of taking 60 minutes of daily physical activity. Youth Sport Trust and [Sport England](https://www.sportengland.org/) have advice and support on helping children and young people stay physically active.NHS mental health services remain open and have digital tools to connect with people and provide ongoing support. Please use your local children and young people’s mental health service when needed. |