**Letter template: For schools to send to a parents / carers to warn and inform them there are positive COVID-19 cases in the class / group (when child IS a close contact)**

**Please note, schools are no longer required to identify close contacts of positive case and advise them to isolate, however you may still wish to give advice to parents / carers of pupils / students identified as close contacts and you can use this letter template if useful.**

Dear Parent / Carer

I am writing to inform you that we have at least 1 individual in your child’s class / 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 19 July 2021, the national COVID-19 guidance changed. Schools are no longer required to advise children who are close contacts of positive cases to isolate, so your child should still attend school, but please do read the advice below.

* As your child has been identified as a close contact of a positive case, if you wish, you can arrange for your child to have a [PCR test](https://www.nhs.uk/conditions/coronavirus-covid-19/testing/get-tested-for-coronavirus/) to check if they have COVID-19. Your child can still attend the setting whilst waiting to get a test and whilst waiting for the result (unless they develop symptoms). If booking the test online, when asked why you are booking a test, tick the box that says ‘identified as a close contact of a positive case’.

*Please note: if your child has tested positive for COVID-19 in the past 90 days, or they are under the age of 5, they do not need to get a PCR test unless they develop symptoms of COVID-19.*

* Now we are seeing positive cases, please be vigilant in looking out for 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 any of these symptoms, please arrange a PCR test for them.
* If your child develops any other symptoms of illness during the next 10 days and you are concerned they may have COVID-19, please consider arranging for them to get a PCR test.
* 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.
* Please encourage your child to wash their hands regularly for at least 20 seconds and use tissues for sneezes and runny noses. We may increase the ventilation in your child’s classroom(s) by opening the windows more often, so please ensure your child wears suitable warm uniform.
* 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). Self-testing is not recommended for pre-school and primary school aged children.

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.

You may be eligible for a Test and Trace Support Payment if your child has a positive PCR test result and has to isolate. More details can be found [here](https://www.gov.uk/test-and-trace-support-payment)

We know this can be an anxious time for parents / carers, so please don’t hesitate to get in touch if you have any questions. We have also provided further information at the end of this letter on support available whilst your child is isolating at home.

Yours sincerely

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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:* 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. |