**Letter template: pupil without close contact on school bus**

Dear Parent,

We have been advised that there has been a confirmed case of COVID-19 in a pupil attending the school who also travelled to and from school on the scholar’s bus on the 13th and 14th October 2020.

We have carried out a full risk assessment and identified all those who have been in close contact with the case including during the school day as well as while travelling on the bus and have recommended that they stay at home and self-isolate until 14 days after their last contact.

Your child has **not** been identified as a close contact and therefore does not need to make any change to their usual routine, including school attendance, however, due to the nature of travel on public transport we are asking all students who travelled on the same bus as the positive case to be extra vigilant in looking out for symptoms of COVID-19

The most common symptoms of COVID-19 are recent onset of a new continuous cough and/or a high temperature and/or a loss of, or change in, normal sense of taste or smell (anosmia). If your child, or anyone in your household, develops these symptoms, you whole household must remain at home and not go to work, school or public areas. You should arrange testing for the person who has developed symptoms. When the result is known further advice will be available.

Testing can be arranged by calling 119 or via the NHS website: nhs.uk/coronavirus

**How to stop COVID-19 spreading**

There are things we can all do to help reduce the risk of you and anyone you live with getting ill with COVID-19:

* wash your hands with soap and water often – do this for at least 20 seconds
* use hand sanitiser gel if soap and water are not available
* wash your hands as soon as you get home
* cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
* put used tissues in the bin immediately and wash your hands afterwards

**Further information**

Further information is available at nhs.uk/coronavirus

 Yours sincerely



Headteacher