



5<sup>th</sup> November 2020

Dear Parents,

I hope that this letter finds you safe and well.

As you will be aware, the government has now announced a further lockdown on Thursday 5<sup>th</sup> November 2020. Schools are to remain open during this lockdown. I would like to take this opportunity to thank you all for following our procedures and keeping every one safe. In order to maintain as safe an environment as possible, I feel now is a good time just to remind everyone of a few key points.

It is now more important than ever that we all take responsibility for keeping each other safe. Therefore, please could we ask that you adhere to the below measures:

- We request face coverings to be worn when on the school site;
- All parents **must** follow the **one way system** at the beginning and end of the school day;
- Keep 2 metres apart from everyone whilst on the school site;
- Maintain a 2 metre distance from staff members at the gate;
- Only come to the office in an emergency. Please email or telephone for all enquiries;
- Please do not enter the school building without a prior appointment;
- If your child shows symptoms (New continuous cough OR high temperature OR loss of taste or smell), please keep them and their siblings off school and book a test immediately;
- You must ensure that all contact details school hold are up to date. Parents/carers must inform us of any changes immediately.

### **What to do if your child develops symptoms of COVID 19**

- If your child develops symptoms of COVID-19, they and their siblings must not come to school. The child with symptoms should remain at home for at least **10 days** from the date when their symptoms appeared.
- Anyone with symptoms will be eligible for testing and this can be arranged via <https://www.nhs.uk/ask-for-a-coronavirus-test> or by calling 119.
- All other household members who remain well, must stay at home and not leave the house for **14 days**. This includes anyone in your 'Support Bubble'.
- Further information is available at: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

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Miss E Pritchett

**Chief Executive Officer**  
Mrs A Cheema OBE



Part of Perry Hall Multi-Academy Trust  
Company Number - 08566185

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- The **14-day** period starts from the day when the first person in the house became ill.
  - Household members should not go to work, school or public areas and exercise should be taken within the home.
  - If the test is negative, then your child can return to school and the fellow household members can end their self-isolation.
  - Please inform us of the outcome of the test as soon as you know.

We have recently been reminded by the Department for Education of the need to maintain **ventilation in the classrooms at all times**, even through the winter months. This means, although the heating is switched on in school, the classrooms are going to become colder. Therefore, please ensure your child has their school jumper/cardigan with them, you may also want to consider comfortable clothing to be worn under the uniform during the colder months e.g. a vest, t-shirt or thermals/ leggings or thermals.

We will continue to follow government guidance and keep parents informed of any updates to this. Thank you once again for your cooperation during these difficult times. Please rest assured that we are doing all we can to ensure that Berrybrook remains a safe and happy place for your children.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'E. Pritchett', written over a horizontal line.

Miss Pritchett  
Head of School