



6th October 2020

Dear Parents/Carers,

COVID 19 – Staffing Update

We are writing to update you that we have a member of the Foundation Stage Team, Mrs Heap, who is currently self-isolating. This is as a result of contact that Mrs Heap has had with a person who has today been confirmed as having a case of Coronavirus.

We have followed the Local Authority, Public Health England and Government protocols and specific advice. We have also spoken to a representative of the Department of Education today. We have been advised that there are no further measures that we need to take with children or staff at this time.

Mrs Heap has not been in contact with any children this week as we adopted a cautious response to her return following the weekend when we were advised of her potential exposure. We are grateful to Mrs Heap for her diligence in sharing information in a way that has supported everyone's comfort and safety.

We know you will join us in wishing Mrs Heap the best as we all look forward to seeing her in 14 days following her period of isolation.

Yours sincerely,

Katy Galling
Head of Learning and Development

Niema Bohrayba
Chair of Governing Board