



Billingshurst Primary School
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Tuesday 6th October 2020

Dear Parents and Carers

We have been advised that a member of our community has tested positive for COVID-19. We understand that you may find this concerning and we are working closely with the Local Authority and Public Health England. This letter is to inform you of the situation and provide advice. Please be reassured that for most people coronavirus (COVID-19) will be a mild illness

Fortunately no child has had direct and prolonged contact and the impact to the school is on the senior team and the administrative team in the School Office. Both myself and our Deputy Headteacher Mrs Wattam, and the entire office team, will need to isolate until Friday 16th October.

We have worked hard to put plans in place to ensure the school remains open. Both myself, Mrs Wattam, Mrs Clitheroe and the office team will be working remotely at home. The school office will be managed on site by Mr Timmins and Mrs Hanington, Assistant Headteachers with support from Miss Dowley, our Intervention Teacher who has 10 years headship experience. I will be managing the school from home. We are all really disappointed to have to do this but the safety of the school community is paramount. Even with a negative test we are required to self-isolate.

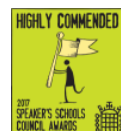
The school office will be under additional and significant pressures and we ask for your patience at this time as we will take a little longer to answer questions. Please bear with us and appreciate that this may be the case but the school remains open, which is our absolute priority.

Your child can continue to attend school as long as they do not have any symptoms. I share with you below advice from Public Health England on what you should do if your child does display any symptoms of COVID-19.

Thank you for your understanding and patience and I look forward to seeing you soon, as do my colleagues. I wish them all well and to see them back at school safely very soon.

Yours sincerely

Helen Williamson
Headteacher



What to do if your child develops symptoms of COVID 19

If your child develops symptoms of COVID-19, they must not come to school and 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>

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 you require help with buying groceries, other shopping or picking up medication, or walking a dog, you should ask friends or family. Alternatively, you can order your shopping online and medication by phone or online.