

**Breakspeare School**

Gallows Hill Lane  
Abbots Langley  
Hertfordshire  
WD5 0BU

**Tel:** 01923 263645

**Fax:** 01923 260087

**Meadow Wood School**

Coldharbour Lane  
Bushey  
Hertfordshire  
WD23 4NN

**Tel:** 020 8 4204720

**Fax:** 020 8 4205497

admin@breakspeare.herts.sch.uk

admin@meadowwood.herts.sch.uk

17<sup>th</sup> September 2020

Dear Parents and Carers,

I need to draw your attention to the possibility that there may be disturbance to our schools' organisation due a COVID-19 impact on our staffing levels. We may face the situation that we are not able to ensure the safety of your child or young person at school due to insufficient staffing in your child's class or bubble.

This situation may occur for the following reasons:

- Staff need to self-isolate because 'Track and Trace' has identified that there has been contact with a COVID-19 positive person
- Staff need to self-isolate because a member of their household needs to self-isolate due to the onset of symptoms
- Staff is waiting to get tested or waiting for their test results for themselves or a household member
- Diagnosis of COVID-19
- All of the above combined with other illnesses and / or absences.

We do our utmost to keep both of our schools open in any circumstances. Based on our risk assessment on managing the safety of the students we may need to contact you informing about the partial closure of the school or bubble.

The best way to avoid this is for us to work together to follow COVID guidance:

1. Minimising contact with individuals who are unwell - those who have symptoms or who have someone in their household who has symptoms are NOT to attend school/work
2. Cleaning hands more often – 20 seconds with water and soap, dry carefully or hand sanitiser around all areas of hands
3. Good respiratory hygiene 'catch it, bin it, kill it' approach – cover your mouth when coughing/ sneezing, dispose of tissues, wash hands
4. Enhanced cleaning frequently touched surfaces using standard products
5. Use of face coverings as advised by the government
6. Adherence to the guidance of gatherings with a maximum of 6 people

Currently we have staff and students absent from our schools due to all of the reasons above but not a diagnosis of a COVID-19.

If you or your child is diagnosed with COVID-19 the school must be informed as a matter of urgency. We will then liaise with PH and DfE to ascertain the impact that this will have on our schools. You will be informed.

The symptoms of COVID-19 are

- A high temperature
- Continuous cough
- Loss of taste and/or smell

If you need advice please call national COVID-19 helpline tel: 111.

If you struggle to get your child tested please contact us as we have a small number of COVID-19 'test kits' for emergencies.

Thank you for your continued support. Take care. Keep safe.

Merja

**GUIDANCE FOR HOUSEHOLDS WITH POSSIBLE OR CONFIRMED COVID-19 CASE**  
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

**GETTING TESTED**

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

**COVID- TEST**

<https://www.gov.uk/get-coronavirus-test>

