

‘Warn and Inform’ Letter Template for Primary and Special Schools

Dear [XXXXXXXXParent / Guardian],

There have been two or more positive cases of COVID-19 in your child’s class.

Although there is still a risk of you/your child getting COVID-19, you/your child can continue to attend school provided you/your child remain well. If your child starts to display any of the COVID-19 symptoms please do not send them to school and arrange a PCR test immediately. You can book a PCR test online through the NHS website at www.gov.uk/get-coronavirus-test or by calling 119.

For additional peace of mind, unless they are aged under 5 years, we strongly advise that your child undertakes LFD tests for 7 days to try and prevent spreading infection more widely in the school. We recommend that these daily tests are taken before eating/drinking in the morning before going to school. It is acknowledged that for some learners it may not be possible to undertake daily testing i.e. those with special educational needs or those that are too young to accept repeated testing.

[If the result of the LFD test is positive, you should report the result, and your child should self-isolate. You no longer need to book a follow-up PCR test. Other members of the household are also strongly advised to use LFD tests daily for 7 days if your child tests positive.](#)

Please note that if your child is under the age of 5 years old they should not take COVID-19 tests unless directed to do so by a doctor or if you believe a test is absolutely necessary and in the best interests of your child. They should however remain off school if they have a high temperature until it returns to normal and they feel better.

Many schools in Wales are supplied with LFTs for regular testing - these LFTs, or others that may be in your house can be used to test your child if they are a confirmed contact. If you/your child require more LFTs and cannot access tests online or through your local pharmacy please contact us as we hold a supply of LFTs for pupils.

We know that in general COVID-19 doesn’t affect young people as seriously as it does others in our families and community. But to help keep others safe, there are still some things you/your child can do to reduce the risk of spreading the infection. For the next 7 days we recommend you/your child:

- **Avoid contact with anyone at greater risk from the effects of COVID-19 infection.**
This includes older people, those with long-term health conditions, and anyone who hasn’t received a full course of COVID-19 vaccine.
- **Be alert for new symptoms.**
If you/your child start to feel unwell, no matter how mild the symptoms are, you/your child should stay away from school and get a PCR test.

- **Limit contact with large groups of people as much as possible.**
Try to keep the number of people in close contact with you/your child to as few as possible. Avoid large gatherings outside of school, social events (e.g. birthday parties) and after-school activities.

- **Keep washing hands regularly.**
This is still an important way to limit the spread of many infections, including COVID-19.

If you/your child remain well after 7 days you can return to normal activities.

We know how disruptive the last year has been for everyone. This term we want to keep you/your child in school as much as possible, but we also want to keep our communities safe from the effects of COVID-19. We hope that you will be able to play your part by following the advice above.

With best wishes,