

11 January 2021

Dear Parent/Carer

REPORTING OF COVID-19 SYMPTOMS AND TEST RESULTS DURING SCHOOL CLOSURE

I am writing to inform you that we still require you to notify the school if your child or anyone in your household has COVID -19 symptoms and is having a test.

As a parent/carer you will need to take the following action:

- **Contact the school by emailing attendance@leesbrook.co.uk to inform us that your child or someone in your household has COVID-19 symptoms and will be having a test.**
- **When you receive your notification from The NHS can you please submit your result by going onto the school website and clicking on the tab that states COVID 19 RESULTS**

GENERAL ILLNESS DURING REMOTE LEARNING

Please continue to inform school if your child cannot participate in remote learning due to illness or any other reason. You can do this by contacting school by telephone or emailing their Head of Year or attendance@leesbrook.co.uk.

UNABLE TO ATTEND SCHOOL PROVISION

If you have requested a place for your child to attend school for the week and they are unable to attend, you will still need to inform the school of the reason why. Please do so by emailing attendance@leesbrook.co.uk by 10am the same day they are expected to attend. Alternatively you can contact the school on 01332 671723.

Yours faithfully



Zoe House
Headteacher