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(visitor entrance via Southcote Lane, RG30 3EZ)

☎ 0118 214 3888

Email: admin@wren.excalibur.org.uk

Principal: Mr J Salberg

8th November 2020

Dear Parent / Carer,

Notification of positive COVID-19 test result

This evening I have received notification that a member of teaching staff has tested positive for COVID-19. As a precautionary measure I have made the decision that tomorrow, Monday 9th November, the school will be closed to all students apart from those in Year 7.

This member of staff has taught students across a range of different year groups, and whilst social distancing and other preventative measures have been in place, we believe this is the correct precautionary measure. This member of staff has not taught any student within Year 7. We will contact Public Health England first thing on Monday morning to carry out a full risk assessment with them, and will then advise parents/carers of the next steps and the outcome of this assessment.

I realise that this message will cause some concern and worry, and I also apologise for the late notice of this message. Your child's health and wellbeing remains my priority. Our remote learning plan will be in effect and lesson details will be shared on class charts and Microsoft Teams. Further details of this can be found on the front page of the school website.

I will be in contact with you all as soon as further details are known.

Thank you.

Kind regards,

A handwritten signature in black ink, appearing to read 'J Salberg'.

Mr J Salberg

Principal