



Rayner Stephens

H I G H S C H O O L

Monday 21st September 2020

Dear Families,

Re: New COVID-19 Email Address

You will no doubt be aware, from the media and press attention it has attracted, that schools are having to react extremely quickly to any confirmed cases of coronavirus within their settings.

Whilst the school currently has no confirmed cases of coronavirus, in the event a learner does test positive for coronavirus it is vitally important that families let school know immediately so that school can liaise with Public Health and isolate learners and staff who have been in contact with the confirmed case.

To aid families in reporting information about coronavirus, we have set up the following email address that families can contact:

covid@rshs.aspireplus.org.uk

The email will be checked throughout the school day and out of hours (in the evenings and over the weekend) so that the school is best placed to respond to any confirmed cases.

In the event your child does receive a positive test result for coronavirus, and the **school is open**, please **contact me at school** immediately.

In the event your child does receive a positive test result for coronavirus, and the **school is closed**, please **email** the above email address. Myself or a Senior Member of staff will then contact you to obtain further information.

I would be grateful if families would also notify school when their child or a household member has a negative COVID-19 test prior to the learner returning to school.

If you have any questions about this information, please do not hesitate to contact me at school.

Yours sincerely,

Dr Michael Potter
Education Welfare Manager

Achievement **S**uccess **P**rofessionalism **I**ntegrity **R**espect **E**ndeavour

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