



10 November 2020

**Dear Parent / Guardian**

It is my duty to inform you that a member of our school community in **Year 14** has tested positive for Covid-19.

We have acted in accordance with guidance, consulting with both the Public Health Agency and Education Authority. As a result, those pupils identified as being in close contact with the affected pupil have already been sent home and have already received a separate '**close contact**' email/letter. All other pupils should attend School as normal.

I wish to reassure you that every reasonable precaution has been taken in line with Department of Education guidance. Ensuring the safety of pupils and staff is my absolute priority and I will continue to monitor matters carefully and keep you informed as necessary.

Parents with any questions are welcome to contact the school via the info@ email account.

Thank you for your on-going support.

Yours sincerely

W E Thompson  
Headmaster



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