20 October 2020

Dear parent or carer,

I hope my message finds you well.

I am writing to let you know that unfortunately a member of our Aspens catering team has tested positive for COVID-19 and must now self-isolate for a period of 10 days. I’m sure you will join me in wishing the member of staff a swift recovery.

In following the national guidance, all other Aspens staff based at the academy are also self-isolating for 14 days as a precaution.

Public Health England are satisfied that as robust safety measures are in place at the academy, including the arrangement of pupils and staff into bubbles to limit contact between individuals, we can remain open to all others.

**Lunchtime arrangements for the week ahead**

As our catering team must now self-isolate, our colleagues at Aspens will unfortunately be unable to serve any hot meals to children this week. However, our pupils will be given packed lunches, and any child who would ordinarily bring a packed lunch to academy can of course continue to do so.

Our children will continue to eat their lunches in their classrooms this week whilst our catering facilities are given a focussed and deep clean as a precaution.

**Keeping our children safe**

In order to keep our academy as safe as possible for all our children, we are:

* Thoroughly cleaning the academy every day
* Keeping the children in ‘bubbles’ to limit contacts
* Helping staff and pupils to socially distance - two metres where possible
* Making it possible for everyone to wash or sanitise their hands regularly
* Encouraging children to use tissues to ‘catch it, bin it, kill it’, if they sneeze or cough

Please rest assured that the health and wellbeing of your child is our number one priority and we will do everything in our power to ensure their safety.

I take this opportunity to thank you for your continued support of the academy and ask that you please get in touch if you have any questions or concerns.

Yours sincerely,



Mrs M Lathbury-Cox  
Headteacher