



Headteacher: Mr David Graham

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DG/AP  
PA Office

February 2020

Dear Parent/Carer,

You are likely to be aware of the outbreak of coronavirus in China and the subsequent confirmed cases in the UK. At Putteridge High School, we take the health and safety of our students and staff very seriously, so we are monitoring official guidance carefully and sharing advice on the steps we should all be taking.

You can help to prevent the spread of infection by making sure you and your children follow these general principles to prevent spreading any respiratory virus:

- Wash your hands often – with soap and water for at least 20 seconds, or an alcohol-based sanitiser if soap and water are not available
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Avoid close contact with people who are sick
- If you feel unwell, stay at home and don't attend work or school
- Cover your cough or sneeze with a tissue, then throw the tissue in a bin
- Clean and disinfect frequently touched objects and surfaces in the home
- If you're worried about your symptoms, please call NHS 111 – do not go directly to your GP or other healthcare environment

These are of course general principles of good hygiene which we reinforce each year with our students. There is additional official guidance if you are or someone you are in close contact with have travelled from specific countries recently. This can be found at: <https://www.gov.uk/guidance/wuhan-novel-coronavirus-information-for-the-public>

There's currently no cause for concern at the school, but we'll continue to keep you informed about any developments and ensure we are keeping the school environment clean to limit the spread of any virus. There is no reason why your child should not continue to attend school as normal.

If you or your child have any further concerns or questions, please do not hesitate to contact the school.

Yours sincerely

Mr David Graham  
Headteacher