




**Acting Head of School** Mrs Harriet Phillips  
**Executive Head Teacher** Mrs Lyssy Bolton  
**Telephone** 01225 768641  
**email** [office@castlemead.wilts.sch.uk](mailto:office@castlemead.wilts.sch.uk)  
 @CastleMeadSch

## Parent Communication

**Date:** 16<sup>th</sup> September 2020

**Subject:** COVID Symptoms Guidance

Dear parents and carers

We have been receiving lots of calls because families have had difficulty booking tests or are concerned about whether their children should be in school. Please find attached a Wiltshire council Guidance sheet that will help you decide what to do if your child has symptoms.

If we do decide to send you child home because they have symptoms at school please be reassured that we do not take this decision lightly and we will have observed their symptoms over a period of time. We want to keep all children at school where possible but we must keep the whole school population, children and adults, safe and the school open. Therefore if we observe symptoms we will ask you to collect your child (and any siblings) and your family should isolate until you have a negative test (or 14 days).

The office team are working very hard to answer all your questions and phone calls and I would ask that you treat them with respect at all times even if they have to call you with the difficult news that your child has symptoms.

Many thanks

Mel Jacob  
School Business Manager