

14<sup>th</sup> October 2020

Dear Parents,

I need to update you on the news that one of our back-office staff, who works at the Older Years Site, has tested positive for Covid-19, following a positive test of another family member. We wish the member of staff and their family good health, our thoughts are with them. Their role does not involve any interactions with pupils and only rarely with teachers. Following advice from Public Health England and Ark Schools we have analysed carefully the proximity contacts for this member of staff, following the guidance on what constitutes contact.

Due to the hazard control measures in place, in particular social distancing, our current understanding is that there are no proximity contacts who have had a significant risk of transmission and therefore no other staff who need to isolate. Although no one needs to isolate, as a precautionary and reassuring measure to reduce any residual risk to an acceptable level, another member of staff who shares a well ventilated office, and works a significant distance from the affected staff member, is going to take a test and work from home until she has a test result.

There was no contact between this member of staff and any children, and so there is no reason for parents to be concerned about this specific case. I will only write to you again about this matter if anything significant develops.

More widely, we are aware that the number of cases in London and Westminster are increasing, so it is likely will have to manage more cases in the community. We will continue to take every appropriate precaution, and apply our control measures in a consistent and rigorous manner. I know these are difficult times, and the increase in cases is concerning. We will continue to work hard with you to make sure your children receive an excellent education and are kept safe.

Thank you for your continued support.

Yours sincerely,

Max Haimendorf  
**Principal**