

16th September 2020

Dear Families,

Thank you so much for being so efficient in letting us know about any coronavirus related issues in your house.

Quite rightly many of you are being cautious and are getting your children tested even with mild symptoms. This is extremely helpful. Please can I just remind you to keep any siblings at home who attend here until you get the results.

I just wanted to be clear as to how to tell us if you have any coronavirus related issues.

During school hours/before school

Please phone 01282 682300. If you get put to voicemail because the line is busy/or it is too early please leave your details. Someone will phone you back as soon as possible.

If you are calling for advice please DO NOT send your child/children to school until you have heard from us.

After school/At the weekend

We have now created a coronavirus email to report issues out of hours. The email address is Covid19@shuttleworth.lancs.sch.uk

If you get confirmation of a positive case or require advice please send details to this email. Someone will contact you as soon as possible. Again if you are contacting for Covid advice please DO NOT send your child/children to school until you have spoken to us.

To help clarify how you should respond to different scenarios there is a link here to a useful government advice booklet <https://www.shuttleworthcollege.org/covid-19-parents-carers/>

Thank you again for all your support.

Kind regards.

Yours sincerely,



Mrs R England
Headteacher