

14<sup>th</sup> October 2020

Dear Parents/Carers

I hope this letter finds you and your families well and safe.

We unfortunately have a member of our staff team who has tested positive for COVID 19. It is important to note that this member of staff was already self-isolating when symptoms emerged. I know you will all join me in sending positive thoughts for a speedy recovery.

This is Meadowfield's first case of COVID 19 and although this member of staff does not have regular contact with children, I felt it was fair to keep you up to date. We have not had any positive cases of COVID among pupils, which shows that our 'COVID secure' measures are working. We continue to follow risk assessments, safe hygiene practices and liaise with Public Health England to ensure we have accurate information.

Over the next several days, our school office will not run as usual, although we are doing our best to make sure that all of the basic office functions are covered. Please be patient with us if, for example, a telephone message is not answered promptly or if there is a delay in school-home communication. We are doing our best under unprecedented and challenging circumstances, however the safety of our pupils and staff are always our top priority. Our office email, [office@meadowfield.kent.sch.uk](mailto:office@meadowfield.kent.sch.uk) continues to be manned by my PA, Ginny Cosstick and if you have any concerns or questions, please do not hesitate to contact us via that email.

I will continue to keep you up to date with any new information and should you have any questions or concerns, please get in touch.

I would like to respectfully ask that inaccurate information or conjecture is not posted on social media, this is very unhelpful and in most instances this causes increased anxiety. Let us work together as a school community and again, should you have any concerns, please contact school directly.

Thank you for your understanding and support.

Yours faithfully



Jill Palmer  
Principal