



13 January 2021

Dear Parent/Guardian

**Reporting to the school if your child has COVID, or is unwell**

Please could we remind you to inform the school if your child tests positive for COVID 19 (even if they are not currently attending school due to the lockdown). This is so that we can give accurate figures to government bodies and to the Trust about the prevalence of the virus in our school community. Please contact the school via the office: [MERoffice@maidenerleghtrust.org](mailto:MERoffice@maidenerleghtrust.org)

Similarly, please could I ask you to let us know if your child is unwell and unable to engage in online learning. Please contact the school by email wherever possible [MERattendance@maidenerleghtrust.org](mailto:MERattendance@maidenerleghtrust.org). We can then inform your child's teaching staff. As per our normal guidance, we need to know this information for each day your child is unwell.

Yours sincerely

**Mr A Johnson**  
Headteacher