

Dear Parent/Carer,

As parents/carers will no doubt be aware, there have been a number of incidences around the country where there has been a confirmed case of COVID-19 involving someone who either attends or works in a school. Although this has not yet happened in Braes, it is of course sensible to prepare for such an eventuality, and therefore we have developed procedures to follow should this occur. Should there be a confirmed case of COVID-19 involving someone who either attend or works in Braes High School, we will liaise with NHS and Forth Valley Public Health and follow their advice.

Although we would deal with the situation responding to its specific circumstances, we know from the experience of other schools that possible courses of action with Public Health could include contact tracing leading to isolation, of those known to be 'close contacts' of the person with the confirmed case. To ensure speed in dealing with such a situation, in the first instance we will use our established Groupcall SMS messaging service to contact parents/carers of pupils who require to know specific information, or take specific action. It may be the case that some parents/carers are asked to attend the school to collect their young person(s).

We also recognise that parents/carers in general would wish updates on the situation. Please be assured we will issue general communications when appropriate to all parents/carers to advise of the general situation, and therefore parents/carers do not need to call in to find out additional information.

Understandably, in such an eventuality, parents/carers and pupils may feel anxious or concerned. Throughout the process it will of course be important for all to remain as calm as possible, to respect the privacy of the person directly affected, and to support one another in dealing with the situation. Our Pastoral team and Pupil Support staff will be available to provide support to anyone affected directly by contact tracing, or to anyone feeling upset or worried.

To conclude, I would thank you as parents/carers for your ongoing support of your young people as they progress through this first term. It is clear that pupils are well briefed and prepared for school at this time. I hope you and your families are well and we look forward to seeing our pupils continue to progress in their learning this session

Yours faithfully,

Iain Livingstone