



**Northwood Broom Academy**  
**ESPRIT Multi Academy Trust**  
Keelings Road, Northwood, Stoke-on-Trent, ST1 6QA  
Telephone: 01782 234379 Email: northwoodbroom@espritmat.org  
Executive Principal & Safeguarding Officer: Mrs S Moran  
Principal & Designated Child Protection Officer: Mrs Y Glaister



*“Every child deserves to be the best they can be”*

Our ref. SM.YG.GA

March, 2020

Dear Parent/Carer

**Re: Coronavirus concerns**

You’re likely aware of the outbreak of novel coronavirus and the subsequent confirmed cases in the UK. At Esprit Multi Academy Trust, we take the health and safety of our pupils and staff very seriously, so we’re sharing [guidance](#) from Public Health England on steps you should be taking.

There’s currently no cause for concern at any schools in the trust, but we’ll keep you informed about any developments and ensure we’re keeping the schools clean to prevent the spread of any virus.

**Prevent the spread of infection**

Make sure you and your children follow these general principles to prevent spreading any respiratory virus:

- Wash your hands often – with soap and water for at least 20 seconds, or an alcohol-based sanitiser if soap and water aren’t available
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Avoid close contact with people who are sick
- If you feel unwell, stay at home and don’t attend work or school
- Cover your cough or sneeze with a tissue, then throw the tissue in a bin
- Clean and disinfect frequently touched objects and surfaces in the home
- If you’re worried about your symptoms, please call NHS 111 – don’t go directly to your GP or other healthcare environment

**If you or your children have returned from a Category 1 country or area in past 14 days**

Category 1 includes:

- Wuhan city and Hubei Province, China
- Iran\*
- Daegu or Cheongdo, South Korea\*
- Any Italian town under containment measures\* (see the map [here](#))

\*Only if you've returned on or after 19 February 2020



**PLEASE UPDATE THE ACADEMY OFFICE IF YOUR CONTACT DETAILS CHANGE**



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Contact NHS 111 for advice, and:

- Self-isolate for 14 days after leaving the country or area (see the [home isolation advice sheet](#) for help with this)
- If you become unwell, call NHS 111 immediately for an assessment (or 999 if you require emergency medical attention) – see below for the symptoms to look out for

**If you or your children have returned from a Category 2 country or area in last 14 days**

Category 2 includes:

- Cambodia\*
- China (other than Wuhan city or Hubei province)
- Hong Kong
- Italy\* (other than the towns under containment measures)
- Japan
- Laos\*
- Macau
- Malaysia
- Myanmar\*
- Singapore
- South Korea (other than Daegu or Cheongdo)
- Taiwan
- Thailand
- Vietnam\*

\*Only if you've returned on or after 19 February 2020

If you or your children are well:

- You don't need to avoid contact with other people
- Your other family members don't need to take any precautions or make any changes to their own activities

If you become unwell (see below for a list of symptoms):

- Stay indoors and avoid contact with other people as you would with other flu viruses (see the [home isolation advice sheet](#) for help with this)
- Call NHS 111 immediately for an assessment (or 999 if you require emergency medical attention)



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### Symptoms to look out for

If you've returned from the specified countries or areas, look out for the following symptoms:

- Cough
- Difficulty in breathing
- Fever (a temperature of 38 degrees C or higher)

According to other [official guidance](#), while you wait for further advice:

- Avoid contact with others
- Stay at home – don't go to work or school
- Don't travel while sick
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing, throwing tissues in the bin
- Wash your hands often with soap and water for at least 20 seconds (or an alcohol-based sanitiser if soap and water aren't available)

If you or your child have any further concerns or questions, please do not hesitate to contact the academy office on 01782 234379.

Yours sincerely

*Y. Glaister*

Mrs Y Glaister  
Academy Principal



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