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**Principal:**  
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12 October 2020

Dear Parent/Guardian,

I wish to inform you that a member of our school community has tested positive for Covid-19.

I have sought the most up-to-date advice from the Public Health Agency (PHA) and the pupils and staff that are affected have been notified and advised separately by the PHA.

I do appreciate the concerns of parents, pupils and the wider school community and wish to reassure you that every precaution has been taken.

Ensuring the safety of pupils and staff is my absolute priority and I will continue to monitor this situation carefully and keep you informed.

Thank you for your continued co-operation and support.

Yours sincerely

C. McCooe  
Principal