[Sample Letter to Parents]

<Name of the school>

<Name of the communicable disease>

**<** **This sample letter is for reference only. Schools may adapt the content according to the school situation>**

date and month 20XX

Dear Parents,

 Our school was notified by the Centre for Health Protection (CHP) of the Department of Health on date / month 20XX that there will be a (number of days)-day suspension of face-to-face classes and on campus activities for the whole school / level or class\* from date / month 20XXto date / month 20XX [,and \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (for other arrangements, please fill in as appropriate)] \*. We will inform parents and students of the latest situation as early as possible.

During the period of suspension of face-to-face classes, based on the advice provided by CHP, our school will further strengthen the cleansing and disinfection of the school premises. Once again, our school would like to urge parents to put in place appropriate preventive measures to guard against the spread of the relevant disease. For details, please refer to <https://www.chp.gov.hk/files/pdf/household_personal_hygiene_handbook_eng.pdf>.

Our school will keep close contact with CHP and closely monitor the health conditions of our staff and students. If parents want to obtain more information of the relevant disease, please refer to the relevant website: <https://www.chp.gov.hk/en/healthtopics/24/index.html>. For enquiries on situation of school, please call your respective class teacher(s) or call Mr. / Ms *<name of teacher>* at *<school phone number >*.

*<signature of the principal>*

*<name of the principal>,* the Principal

*\* Delete as appropriate*