

**Sample Letter to Parent
Whose Child is under Home Confinement/ Observation**

(Schools may adapt the content according to their circumstances)

<Date>

Dear Sir / Madam,

The Department of Health has confirmed that a person having been in close contact* with your son/daughter has contracted/is suspected of having contracted Severe Acute Respiratory Syndrome. Your son/daughter, <Name of student> (P/S __ student of this school) might have contracted the disease via close contact with this person. To prevent the spread of the disease in the school campus, the Department of Health has requested your son/daughter to stay away from school for home confinement/observation for ten days, with effect from today, for safety purposes. We would also like to advise you to keep your son's / daughter's physical health condition in view and consult a doctor promptly if any symptom of respiratory tract infections, in particular fever, is noticed. Please inform us (Telephone No. _____) and the Department of Health (Telephone No. < Please refer to the list of telephone numbers of the Department's Regional Offices in paragraph 6.1 of the Handbook>) in case your son/daughter might have come down with the disease.

If the suspected case turns out to be non-SARS, the Department of Health will inform your son/daughter as soon as possible to resume schooling.

We will do our best to provide support to your son/daughter to ensure that his/her learning progress will not be adversely affected during the home observation period. If your son/daughter misses any test and examination scheduled during this period, we will arrange a re-sit of the examination for him/her after he/she resumes school and assessment will be made as usual.

In case of enquiry, please contact Mr/Ms <Name of class teacher>, Class Teacher of your son/daughter at <School's telephone number>.

Yours sincerely,

<Signature of School Head>

Principal, <Name of school>

* Close contact means a person having cared for, having lived with, or having had direct contact with respiratory secretions and body fluids of a person with Severe Acute Respiratory Syndrome.