[Teacher’s Name]

[Name of school]

[Address line one]

[Address line two]

[Town or City / Postcode]

01/01/01

Dear [class teacher, form tutor, SENCo or Head of Year]

As you know [child’s name] is recovering from a COVID-19 infection. Following this, they are now experiencing a range of Long Covid symptoms [give details of child’s circumstances, their ongoing symptoms, details of any professionals involved, details of any treatments/medications and details of any triggers which can worsen symptoms].

In order to ensure their continued inclusion and access to an education, I would like to meet with you and any other relevant staff to discuss the support arrangements [child’s name] will now need.

In advance of the meeting, I am forwarding onto you the medical letters [if you have any, say who from and date of letter] regarding [child’s name] which outline the difficulties they are facing and the adaptations suggested.

Given the symptoms and recommendations outlined above, I would suggest that [child’s name] will need the following adaptations [make these individual to your child], but I am of course happy to discuss these in the meeting and to hear any suggestions you may also have:

* An extended and gradual phased return with a reduced timetable and time needed to attend medical appointments
* Access to remote lessons from home
* Increased flexibility around homework, tests and/or exams
* Extra time and rest breaks in exams
* Opportunities for rest and pacing during the day
* A quiet place to go at lunch and breaktimes
* An exit card to leave the classroom if feeling unwell
* Increased differentiation or non-attendance during PE lessons
* A keyworker such as an Emotional Literacy Support Assistant (ELSA), Emotional Mental Heath Practitioner, Thrive practitioner or equivalent
* Additional opportunities for social interactions with peers or check-ins from staff
* An Individual Healthcare Plan

[Please also see more detailed support strategies in the LCK Teacher’s pack that may be relevant to your child].

I am also forwarding onto you the Support Pack developed by [www.longcovidkids.com](http://www.longcovidkids.com), which gives more detail about Long Covid in children. It also includes the Cautious Tortoise, Pacing Penguins, Tips for Teachers and Graduated Response guidance documents and the following government advice for children with medical needs which you may find helpful.

[Supporting pupils with medical conditions at school - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3)

Education for children with health needs who cannot attend school - GOV.UK (www.gov.uk)

Please let me know when might be a convenient time to meet.

Kind regards

[Name]

Parent of [child’s name] [class/form]