

16th March 2020

Dear Parents,

I am writing to update you on our coronavirus response. Firstly, can I thank you for following the Government instruction to keep children at home for **7 days** if they have either:

- A high temperature (**37.8C or above**)
- A new and continuous cough

For more information on this please follow this link <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public#recent-government-action>

Inevitably as the week progresses this will impact on staff here at Duncombe including absence to look after dependents. In order to ensure that we are able to maintain effective teaching and learning across the school I met with my Leadership Team this morning and have taken steps which will give the capacity to my entire team to function effectively. The steps are as follows:

- Year 5 Parents' Evening to be postponed. An update concerning this will be shared once I have further information.
- All day trips will be cancelled for the remainder of this term. You will not be billed for these cancelled trips.
- All Parent to Lunch events for the remainder of this term are postponed. This affects Year 3 parents on Wednesday 18th March and Year 6 parents on Wednesday 25th March. An update on concerning this will be shared once I have further information.
- EKG & KG Mums' to Play on Thursday 19th March will be postponed. An update concerning this will be shared once I have further information.
- I have instructed all staff that conference/training attendance for the remainder of this term will be cancelled.
- Both Mothers' Day Assemblies for next Monday will be cancelled.
- The Opening of the Treetops Reading Café is postponed. An update concerning this will be shared once I have further information.

As I shared in my letter on Friday last week, we are certainly in a very fluid and fast-moving position both nationally and Globally. I remain in regular contact with the Cognita Executive Team and continue to monitor the now daily briefings from the Government and Public Health England. Where there are new and updated messages and actions required I will ensure that the entire Duncombe community remains up to date and fully informed.

Yours sincerely,



Jeremy Phelan