Duncombe
School

An Independent Preparatory
School and Nursery

13th February 2020

Dear Parent

Ref.: Coronavirus Precautions

Following on from our previous letters about the Coronavirus epidemic, please be assured that we are continuing to monitor the situation very closely in order to give the greatest protection, and reassurance, to all our parents, pupils and staff. Safeguarding your children and the wider school community is our highest priority. Although the risk to individuals in the UK is still considered to be low, in light of the developing situation, Cognita have decided to implement further measures for all our schools, which we hope you will appreciate and understand in the current circumstances.

These measures are as follows:
- It is recommended that you do not travel to any of the following countries in the next two months unless essential – China, Thailand, Japan, Republic of Korea, Hong Kong, Taiwan, Singapore, Malaysia or Macau.
- If you, your children, or any close relatives living with you, do intend to travel to any of the above, we respectfully ask you to let us know immediately by contacting the Headmaster's PA, Mrs Webb on emma.webb@duncombe-school.co.uk with details of the country and location of the visit, those on the trip and the expected arrival and return dates.
- Upon your return, please contact us before sending your child back to school, so we can latest information available.
- If any pupils are in close proximity with people who have been to any of these same countries recently, please also let us know so we may take this into consideration.

We hope that you will understand the need for these increased measures. For information, please also note that we are deferring any visits to the school where the attendees have come from any of the countries identified above, to be reviewed subject to the latest developments in a month's time.

If you have any further concerns or questions, please do not hesitate to contact us.

Yours faithfully

Mr Jeremy Phelan
Headmaster