Monday 16th March 2020

Dear Parents/Carers

As you are aware the worldwide outbreak of Covid-19 is resulting in changes to how organisations operate and as a result we have taken the decision to make the following changes to our procedures over the next three weeks.

As from Monday 16th March the following procedures will apply:

- All external school meetings involving visitors to the school will be conducted by telephone rather than face to face.
- All parental meetings will also take place by telephone.
- Parent Information Evenings will be postponed until after Easter. This includes the Year 7 Parents Evening that was scheduled for Thursday 26th March.
- Reception will be closed to all external visitors, including parents. Any contact with the school will need to be conducted via email office@wombournehighschool.co.uk or by calling reception: **01902 504930**
- All sporting fixtures and trips will be cancelled.
- All external lettings of school facilities will be cancelled.

These measures are not intended to cause any panic but are simply to minimise the risk of infection. The focus over the next three weeks is the smooth running of the school.

As a school we will continue to follow the guidance from Public Health England and the Department for Education. The current advice, as of Friday 13th March, is that any student who has a temperature or persistent cough, should self-isolate for 7 days. The school will authorise all absences that should arise as a result of this. Please inform the school of absences in the normal manner.

It is important that we continue to put the education of our students as a high priority. As you are aware, contingency plans are already in place to ensure education continues from home should the school need to close for a period of time, and I will continue to keep you updated of any further guidance received.

Yours Sincerely,

Dr G Smith

Headteacher