

12 March 2020

Dear Parents and Carers

Update – 12/3/2020

Preparations for a mandated College shutdown are progressing well.

I met with all middle and senior leaders across the organisation on Wednesday 11 March, during the afternoon, in order to bring everyone up to speed with our plans and the principles behind creating and maintaining a virtual learning environment at home. You will appreciate that there are a number of logistical challenges involved in this, but we have already moved a considerable way in preparing the appropriate infrastructure, solidifying guidance documents and building training resources. We have begun rolling-out a programme of virtual training on the two main platforms – Firefly and Microsoft Teams – for those staff who need it, and this will continue across all of our staff tomorrow afternoon, Friday 13 March. Pupil training will occur during form time and in computing lessons across Monday – Wednesday of next week. All training documentation that is shared with pupils at the beginning of next week will be shared with you too, so that you can support your children at home, should you need to. Junior School parents have a special ‘drop-in’ session with form tutors after school on Wednesday 18 March. Support staff have worked hard to consider their redeployment in the event of a shutdown and how we will manage ongoing communications within and outside the College.

All communication to you from the College will continue to flow primarily through the dedicated page on our website, and will be supported by our ability to text and email you. In the event of a shutdown, I (or another member of the College Leadership Team) will move to posting a daily update through this forum. This will always be supported by an email or by a text alert. We have now decided to centralise the communication from you to us. If you need to send an email to the College pertaining to any matter associated with Covid 19, please send all emails to the following points of contact, where they will be managed and distributed as appropriate for response, which you can expect ordinarily to be within 48 working hours of receipt, as per our policy.

Junior School - jsoffice@sdmail.org.uk

Senior School – colloff@sdmail.org.uk

If you need to phone the College, please use the main switchboard number. In the event of a shutdown, phones will be diverted to support staff who will take a note of your call and pass it to the most appropriate person.

We continue to carefully consider our support of examination classes and to monitor the advice from Ofqual, the guiding body, which currently remains unchanged from my last update. We are advising that Senior School pupils keep as many of their books at home as

possible (rather than in their locker) and just bring in what they need for each day, in case we have a closure at short notice.

We are pleased to confirm that all outstanding coronavirus tests required to be taken by St Dunstan's parents or pupils have been returned as negative. 2 parents have informed us this week that they have had contact with a confirmed case and so are now self-isolating. They do not have any symptoms. No staff members have required testing so far as none have been to an affected area or had exposure to a confirmed case.

Please be reminded that, as an additional precaution, we will not permit hand shaking until such time as the Covid-19 outbreak is brought under control. Thank you for your understanding at upcoming school events.

The NHS have amended their advice [here](#) and stated that anyone with a high temperature or a new continuous cough should stay home for 7 days, regardless of exposure to a confirmed case or international travel. Please do not send your child to school if they have these symptoms or pick up/drop off your child from school if you have these symptoms. At the moment, only the affected member needs to self-isolate and not all members of the household. Therefore, if you have symptoms and your child does not, they can attend school.

As you are aware, international school trips are now banned. We are investigating the time frame for this ban so that we can contact our insurers accordingly. Please do await a further update in due course.

With continued thanks for your support during this more challenging time.

Yours sincerely

A handwritten signature in black ink, appearing to read 'N P Hewlett', written in a cursive style.

Mr N P Hewlett
Headmaster