



THE COOPERS' COMPANY  
AND COBORN SCHOOL

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*Love as Brethren*

**Supporting you over the coming  
weeks**



Dear student

As I am sure you will have heard in the news, the government has made the decision to partially close all schools in England indefinitely from the end of school today. Schools will remain open to a very small minority of children, for example for children whose parents work for the NHS or the police. This is to allow those parents to still go to work and continue to keep us healthy and safe. This means that, for many of you, this may well be your last day in school for some time. However, we still have a responsibility to continue to educate you, and to help keep you safe whilst you are not in school. The best way that we can do this is by providing as much support for you as we can; support which is outlined in this booklet. Please read this booklet carefully. We will continue to keep in touch with you whilst school is closed, and provide as much support as we can. Remember to support your friends too, and make sure that you are helping your parents and other adults at home by being responsible and completing the work we are setting you to the best of your ability.

I am very proud of each and every one of you, and I know that you will continue to make me proud in the coming weeks whilst we are not in school. Always remember to work hard, be helpful, kind and polite, and 'Love as Brethren'.

With very best wishes,



Ms S Hay

**Headteacher**

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### **How will I keep in touch with things at school?**

We are going to be doing absolutely everything we can to keep you involved with us. Whether it is using our various Facebook pages, the school website, Google Classroom, or email, there are a wide variety of ways that we will be keeping in touch with you.

### **How will I continue to access work if I am not at school?**

If you are not in school, please try to not email all your teachers where possible. Work is being set automatically by all your teachers via 'Google Classroom'. This will happen every week from now on.

This will be in one of two main ways:

1. Work will be loaded onto your specific teaching class in Google Classroom – so you need to log in and find it
2. Some of the departments at the school will be setting work via a specific 'year group' classroom. If this is the case, you will need to 'join' the classroom. Your teachers will

be telling you in lessons, if this is the case in their department and it is likely you will be told, or get an email with a code to join.

3. Once you are in 'classes' - click on the + button in the top right of the screen and put in the code to join the class
4. Please note if you access Google Classroom from home, you will be asked to provide a mobile/email address to authenticate your account from home – if you have a mobile, you can provide the number. If not, a personal email is fine! This is just a security feature the first time you access the classroom on a new device.

### **Do I have to stick to the timetable I would follow on each school day?**

Yes, as best as possible we want you to try to do and follow your usual school timetable of 5 hours of study a day. This may not be possible in every case (for example with practical subjects), but we would like you to try. If this doesn't quite work, then look to spend 5 hours a day working.

### **What do I do if I have a problem with Google Classroom?**

If you have any problems accessing google classrooms, then you should email:

[support@cooperscoborn.co.uk](mailto:support@cooperscoborn.co.uk)

### **What do I do if I find no work has been set?**

If you have an issue, with no work being set, then you should email:

[wlfh@cooperscoborn.co.uk](mailto:wlfh@cooperscoborn.co.uk)

### **If I have a question about the work that has been set what should I do?**

If you have a specific question relating to the work then you should email your class teacher.

### **If I can't access a computer/tablet/laptop/mobile at home what should I do?**

If computer access is likely to be a problem at home, please contact us at school.

### **Where should I complete work?**

You should have taken home your books/textbooks from school. In most instances, work should be completed how you would in an ordinary lesson. In some subjects, you will have an exercise book, in others you won't. If you are completing work electronically, be organised and create clear electronic folders for each subject for the work you are completing.

# The Safeguarding Team



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If you have any **safeguarding concerns** during this period of school closure you must get in touch using the mobile numbers below:



**Mrs Carron**

**Designated Safeguarding Lead**

**07966236513  
01708 250 500**



**Mr Duncan**

**Deputy Safeguarding Lead**

**07966236903  
01708 250 500**

If you can not get through to Mrs Carron or Mr Duncan you must call Havering's Child Protection Team:

Monday to Friday (9am – 5pm) – 01708 43322  
Out of hours/weekend - 01708 433999

If any issues require non emergency police attention dial 101.

Always remember in any emergency where life or property are in danger call 999.