



# THE COOPERS' COMPANY AND COBORN SCHOOL

*Love as Brethren*

Headteacher: Ms Sue Hay, BA(Hons), PGDip, NPQH

St Mary's Lane, Upminster, Essex RM14 3HS

| Tel: 01708 250500 | Email: [info@cooperscoborn.org.uk](mailto:info@cooperscoborn.org.uk) | Website: [www.cooperscoborn.org.uk](http://www.cooperscoborn.org.uk) |

Tuesday 2<sup>nd</sup> March 2021

## Re: Year 13: Return to School

Dear Parent(s)/Carer(s)

Following significant work by many colleagues at the school, we are pleased to be able to share the plan to welcome Year 13 back into our school community. As you are aware, the government announced that from Monday 8<sup>th</sup> March we are able to begin the process of re-opening the school, in tandem with an initial school-based testing regime. This complex logistical process means that students will be phased in their return to school, with priority given to students in Years 10-13. For a whole-school overview of this return to school, please see the document attached to this letter. We are very excited to be welcoming your son/daughter back to school and can't wait for them to return.

The return for Year 13 is as follows:

Friday 5 <sup>th</sup> March	Lateral Flow Device Test (in school)  'Catch up' time on Google Classroom (at home) in preparation for the return to school tomorrow
Monday 8 <sup>th</sup> March (week 2 on student timetable) *	Arrive 8:30am – line up in front car park – then students go to Sportshall for Assembly Pastoral Time with Form Tutor: Period 1 Normal lessons: Periods 2-5
Tuesday 9 <sup>th</sup> March*	Arrive later at 9:30am – Pastoral Time with Form Tutor (all Y13 students) Normal Lessons: Periods 2-5
Wednesday 10 <sup>th</sup> March	Lessons: Period 2-5
Thursday 11 <sup>th</sup> March	Lessons: Period 2-5
Friday 12 <sup>th</sup> March	Normal Day: Periods 1-5 (as per Autumn Term)
Monday 15 <sup>th</sup> March (week 1 on student timetable)	Normal Day: Periods 1-5 (as per Autumn Term)
Tuesday 16 <sup>th</sup> March	Lessons: Period 2-5
Wednesday 17 <sup>th</sup> March	Lessons: Period 2-5
Thursday 18 <sup>th</sup> March onwards	School Day as per Autumn Term



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The past three months have been an exceptionally difficult time for your son/daughter and we have put in place a reintegration plan which means we are able to welcome students back in a safe manner, alongside pastoral support, in line with our ethos of Love as Brethren. It is important that we share with you some of the key features of the reintegration; as a result, this letter is somewhat long:

### Rationale for student return:

Your son/daughter has now been away from school for almost three months and as such we feel it is important that a carefully managed plan is put in place to support students. You will notice from the timetable that there are three aspects to the reintegration:

- 'Catch up' time on Google Classroom – on the day before your son/daughter returns. It is important that your son/daughter is given time to prepare for the return the following day and ensure that all work is up to date and that their Google Classroom account has been cleared ready for the return. This has been put in place following positive feedback about our 'Feel Good Fridays'. As such no new learning will be set on this date.
- 'Assembly' – we want to formally welcome your son/daughter back to school with an assembly. We will also need to go through various aspects of our risk assessment with them.
- 'Pastoral Time with their Form Tutor' – we feel very strongly that we must do all we can to meet the pastoral needs of students. Continual periods of lockdown over the past 12 months have taken their toll and we will therefore be providing important pastoral time. This will give your son/daughter the chance to ask questions about the return to school, reflect on their experiences of lockdown and crucially spend much needed time with their friends. As a result of this, you will notice that on some days the school day starts slightly later – this is to enable every year group in the school to benefit from pastoral support. We also feel that by avoiding rush hour public transport we will be further mitigating the initial risks to students

### Lateral Flow Device (LFD) Testing:

As you are aware, we are required to test all students on their initial return to school. For Year 13, this will take place **THIS coming FRIDAY – 5<sup>th</sup> March:**

Form	Time
13.0	09:00
13.1	09:20
13.2	09:40
13.3	10:00
13.4	10:20
13.5	10:40
13.6	11:20
13.7	11:40
13.8	12:00
13.9	12:20

- Students should arrive on the school site, 20 minutes before the time allocated
- Students should not consume food or drink in the 30 minutes prior to their test time
- Students should enter the site via the school field entrance and head to the tennis court area, where there is a now a marquee
- Students are NOT required to wear school uniform on this day, but must wear a face covering
- They will be on site for no more than 1 hour and then return home



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If you are yet to do so, please complete the consent form for testing, by [clicking here](#) – please note that if your son/daughter is 18, then they must complete the consent form themselves.

Please note: that additional lateral flow tests for Year 13 will take place in school as follows:

- Your child's lateral flow device (LFD) Test 2 will take place in school on: Thursday 11<sup>th</sup> March
- Your child's lateral flow device (LFD) Test 3 will take place in school on: Wednesday 17<sup>th</sup> March

These tests will take place during the normal school day and students will be withdrawn from lessons for them to be completed. Following the third lateral flow test in school, your son/daughter will then be provided with a set of lateral flow tests to enable them to test themselves at home after the initial three tests are completed within school.

If you wish to support you son/daughter in their preparations for the self-test, then the government has put together an excellent video, which can be accessed by [clicking here](#). We will share this with students but would encourage you to watch it at home.

### **School Uniform:**

Upon their return to school, students are required to attend school in their usual school uniform. In line with our COVID-19 controls, the school will be continuing to ensure that interior spaces within the school (including classrooms) are exceptionally well ventilated. Additionally, students will continue spending break times and lunchtimes largely outside in the fresh air. It is therefore important that your son/daughter attends school with a school coat. Coats will also be able to be worn in lessons until Easter. Please note however:

- Coats should continue to conform to our school policy – [please click here](#)
- Coats should not be worn as a replacement for a blazer

### **Attendance:**

As outlined by the government, all students are now required back in school on a full-time basis, as such we expect your son/daughter to attend school in line with the return plans outlined in this letter. The only exemption to this rule is a very small number of 'clinically extremely vulnerable' students. If you think this applies to your son/daughter, please contact Assistant Headteacher, Mrs R Carron.

### **Face Coverings:**

The government has made it clear that face coverings are to worn by secondary school students. The school was already very pro-active in encouraging their use prior to the national lockdown. Indeed our 6<sup>th</sup> Form students have been wearing them in lessons since November. The government has now mandated that face coverings must also now be worn in the classroom for students in Years 7-11. As such, from Monday 8<sup>th</sup> March, your son/daughter will be required to wear a face covering:

- In all lessons, with the exception of Physical Education (PE)
- In all inside communal spaces (e.g., corridors)
- In all catering spaces (e.g., canteen) when not consuming food or drink
- When moving around the school site (as they will be moving between zonal 'bubble' areas)



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- In all outside spaces, when not eating/drinking. Students are used to this arrangement. The reason for this measure is due to the density of some of our 'year group zones' where it is very difficult for students to maintain any form of social distancing. Additionally, when students are moving around outside they often 'cross' different year group zone bubbles.

The only exemptions to these rules are briefly when eating and drinking.

We appreciate that face coverings are an emotive issue, but we all have an obligation to protect one another at this time. Further guidance about the wearing of face masks can be found in both our [School Uniform Policy](#) which has been updated as well as the [School Behavior Policy](#) which will shortly be updated to reflect their use. We would also like to remind you that students in Year 13 should wear a black face covering which should be stored in a plastic bag when not in use. The face covering should also be washed on a regular basis. We ask all students to refrain from wearing single use surgical style face coverings. The policy is face coverings will be reviewed nationally during the Easter holidays and we will continue to review our approach in line with government guidance.

If for any reason you feel your son/daughter is unable to follow the above guidance, then please contact your son/daughter's Head of Year as soon as possible. Students who are medically exempt are not required to wear a face covering and they will be provided with an exemption card; once again please contact the Head of Year if this applies to your son/daughter.

We would appreciate it if you could discuss the importance of face coverings with your son/daughter.

### **The School Day/Lunch Arrangements:**

As highlighted, the timetable for the initial return to school, differs each day between Monday 8<sup>th</sup> March and Wednesday 17<sup>th</sup> March, however the timings of lessons/break/lunchtime/finish times remain the same. We felt it would be useful to remind you of the specific timings of the school day for Year 13:

8:50 onwards	Please note that for students in Year 13 there is no dedicated Form Time. Students should arrive on site 10 minutes before their first lesson of the day and go directly to that lesson.
9am	Period 1
10am	Period 2
11am	Break: Based outside on the service road to Science. Students are not permitted inside unless the weather is inclement.
11:15am	Period 3
12:15pm	Lunch: Based outside, or in the Common Room canteen, or students may leave the site
12:45pm	Period 4
1:45pm	Period 5
3pm	School Day finishes

Please note students can continue to leave the school site at the end of their last lesson of the day, but they must 'sign out'.





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Catering facilities will continue to be made available to students in the 6<sup>th</sup> Form Canteen and students going to the canteen area will be required to complete the 'Track and Trace' forms in place.

## **Risk assessment and system of control**

We are updating our risk assessment prior to the re-opening of the school; it is an extremely detailed document, but if you are interested in reading it please [click here](#). If you wish to read a higher-level executive summary, please [click here](#). The document will be fully updated by Monday 8<sup>th</sup> March. The key reminders for Year 13 students are:

- Students must regularly sanitise their hands, especially on arrival to school and upon entry to every lesson they attend
- They must remain in their year group 'bubble' at all times
- They should observe the one-way system
- They should remain as socially distanced from others as possible
- They should consistently sit in the seat identified on the teacher's seating plan
- Students will be required to wipe down their desk/chair at the end of each lesson
- Students are not permitted to use mobile phones or their own headphones at any point on the school site
- If in the Common Room, students are required to wear masks, except when they are eating or drinking

All of these important points are contained in our School Behaviour Policy and the document we refer to as 'The Coopers' Coborn Charter' which we will share with your son/daughter again next week.

We are sure, at this stage, you are extremely well-versed in the regulations surrounding COVID symptoms, but as a reminder; your son/daughter should not attend school if they:

- Have a new, continuous cough
- A high temperature
- A loss of taste or smell

In these instances, they (and the wider household) must self-isolate pending the result of a PCR self-test.

If your son/daughter tests positive for COVID-19, please contact us on our dedicated COVID-19 line. The number is: 07966 236 607, not the school absence line.

The school will continue to be required to undertake 'Track and Trace' if a member of the school community tests positive with COVID-19. In this instance, we will be required to identify 'proximity contacts' and those contacts will be required to self-isolate for 10 days. Unfortunately, this applies to students even if they have previously tested positive for COVID-19. We are extremely hopeful that we will see a significant reduction in the number of students who are required to self-isolate.



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## **Transition from Remote Learning to in-person teaching:**

Over the coming days you will notice a transition taking place in our remote learning provision.

- Until students formally return to school – as denoted by their first Lateral Flow Test, they will continue to learn remotely in line with the [Remote Learning Policy](#).
- On the day when students are in school for their first Lateral Flow Test, no new school work will be set. Instead, the students are being asked to use this time to catch up with any outstanding work and to undertake an audit of their Google Classroom account to ensure it is clear in advance of their return.
- During the time that students are in their 'Welcome Back' assemblies and associated Form Tutor time, no classwork will be set for the lessons students are unable to attend.
- On days when students are starting lessons at 10am, no work will be set for Period 1 as students will be travelling into school at this time.

We will therefore be transitioning back to 'Tier 1' on our remote learning policy for all year groups. Moving forwards, lesson materials will be duplicated on Google Classroom for students to access if they are unable to attend school due to self-isolation

## **Miscellaneous**

- Students in Year 13 are only required on the school site to attend their lessons – this includes scheduled study periods in the Learning Zone/R16 which will recommence on Monday 8<sup>th</sup> March. Students should therefore attend school 10 minutes before the start of their first lesson and we recommend they leave the school site once their last lesson has finished.
- Students will continue to receive their registration mark through lesson attendance
- We are continuing to operate a 'zonal bubble system' for Year 13. As such, they are based 'upstairs in the 6<sup>th</sup> Form Centre'. During time when students have no lessons, we have made available a range of areas where they are able to study. It is crucial that students adhere to these locations so as to not compromise the 'zonal bubble' arrangements we have in place. We will also be dedicating 'Year 13 only' sessions for use of the Learning Zone.
- Students must sign out whenever they leave the school site and then sign back in again when the return
- Please note on Monday 8<sup>th</sup> and Tuesday 9<sup>th</sup> March – Year 13 students will have use of the entire 6<sup>th</sup> Form Centre – as Year 12 do not return until Wednesday 10<sup>th</sup> March.

Finally, we appreciate that every student's experiences over the past 12 months will have been difficult. From feelings of isolation, through to the tragedy of bereavement every family will have been impacted in different and profound ways. As a school, we feel a moral imperative to do everything in our power to support the students in our care. Please do make contact with us if you feel we need to be aware of a particularly confidential situation. We will be working within our pastoral system to support students moving forwards.

We are currently awaiting final information from the respective examination boards, following the government announcement about how A Levels will be awarded. Please bear with us; we will communicate the final plan for the award of A levels as soon as we can.



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We apologise for the length and detail contained in this letter, but we hope both its detail and scope reassure you that we are doing all we can to ensure a return to a greater level of normalcy.

A brief 'Google Meet' Year group Assembly will be held with your son/daughter in the coming days with members of our Year 13 pastoral team so that we are able to go through this information prior to their return next week.

Thank you for your ongoing support at this time.

Yours sincerely

Ms S Hay  
**Headteacher**

Mr R Bell  
**Deputy Headteacher**

Mrs J Marshall  
**Head of Year 13**

**Enc:** Whole School Schedule for return