

Headteacher

Mrs. S. Collins BSc PGCE PGDip MA

☎ Telephone 020 8654 6228

☎ Fax (Confidential) 020 8656 6485



Coloma Convent Girls' School
Upper Shirley Road
CROYDON
CR9 5AS

20th March 2020

Dear Parents,

I know that there have been an unprecedented number of communications sent home over recent days. I am very grateful for your understanding that these are not usual times.

This morning the government published the list of workers who are critical to the Covid-19 response and who may wish to send their children to school. The government also published the following principles to be followed:

1. If it is at all possible for children to be at home, then they should be.
2. If a child needs specialist support, is vulnerable or has a parent who is a critical worker, then educational provision will be available for them.
3. Parents should not rely for childcare upon those who are advised to be in the stringent social distancing category such as grandparents, friends, or family members with underlying conditions.
4. Parents should also do everything they can to ensure children are not mixing socially in a way which can continue to spread the virus. They should observe the same social distancing principles as adults.

It is clear from these principles that the vast majority of students should be at home.

Students working from home

Over recent days the students have been advised by staff as to how they should access work from home. Your daughter should aim to follow a pattern of work according to her school timetable so that she spends an appropriate length of time on each subject.

For the vast majority of subjects work will be set via Google Classroom in the first instance: instructions will be placed in Google classroom should students need to access other sites.

For some science work for years 7&8 your daughter will need to use

<https://connect.collins.co.uk/school/portal.aspx>

For some science work for years 9-13, or modern foreign language work, your daughter will need to use <https://www.kerboodle.com/users/login> The institution code is ea7

If websites are not accessible, and there is a possibility they may crash with so much demand, then please encourage your daughter not to worry and to try an alternative task instead or simply read. Engaging in a wide variety of reading will always be beneficial and many books can be downloaded from online sources.

Forgotten codes: If your daughter has forgotten her login or access code for any of the above then please email your daughter's Key Stage Coordinator. The subject line of your email should be:

'Login request' followed by your daughter's forename, surname and year





Students who were absent and unable to collect their books and equipment from school

If your daughter has not been in school yesterday or today and needs to collect her books, equipment or musical instrument then please contact your daughter's Key Stage Coordinator by email. The subject line of your email should be:

'Equipment collection request' followed by your daughter's forename, surname and year
The school will notify you of a time when these may be collected. Please do not turn up at school without prior arrangement. If you are self-isolating because you, your daughter, or a member of your household has symptoms then you must not collect the books within the 14 day period of isolation.

Year 11, Year 13, Examinations and UCAS

The school understands that further announcements are due today about examinations and UCAS. We will be sending home further communication next week as necessary to parents and students. You will be able to access the most up to date advice at:

<https://www.gov.uk/government/organisations/ofqual>

<https://www.ucas.com/>

Please be aware that we know that this has not been the way in which the students in years 11&13 would want their year to end, and nor would it be the school's choice. We hope to have a final celebration for each year group at a later date which would allow the students to come together again in better circumstances.

Contacting school

We are, unsurprisingly, receiving a very large number of calls and emails at the moment. If you have contacted us then we will get back to you as soon as possible: thank you for your patience. In particular, while the school is closed all communication should be by email in the first instance. The subject line of the email address should be used to clearly identify the subject of the email along with your daughter's forename, surname and year.

Critical workers

Following this letter is a final section relating to critical workers. Please be mindful of the principle that if at all possible your daughter should be at home. If you wish to send your daughter to school you must follow the instructions given and not use any other school email address.

Finally, as the school closes today, I want to say to everyone in the Coloma community that my thoughts and prayers are with you in the coming weeks. I know that our trustees and governors are also keeping everyone in their prayers. The Gospel reading for today (Mk 12:28-34) tells us:

You shall love the Lord your God with all your heart, with all your soul, with all your mind and with all your strength. You shall love your neighbour as yourself. Let us all hold this in our hearts over the coming weeks.

Yours sincerely,

Mrs S Collins,
Headteacher



Critical Workers

The list of critical workers from the government is attached to the email with this letter and can also be found [here](#). The advice clearly states that if workers think they fall within the critical categories above they should confirm with their employer that, based on their business continuity arrangements, their specific role is necessary for the continuation of this essential public service.

If you are a critical worker with a daughter in Years 7-10 please note that the first principle is that your daughter should still remain at home if possible.

If it is not possible for your daughter to remain at home and you have checked with your employer that your role is necessary then please send an email with your daughter's forename, surname and form to

criticalworkers@coloma.croydon.sch.uk by 3pm on Sunday 22nd March

The deadline is necessary so that the school can ensure sufficient members of staff are available.

You and your daughter will need to be aware of the following:

- **School uniform:** All students in school must attend in school uniform. This will make the purpose of their journey clear when they are outside of their home.
- **Attendance:** Unless there is a need to self-isolate, students will be expected to be in school each day so that their education is consistent. The days for attendance cannot be chosen. This is because work may be done in a slightly different order to work set at home, according to which members of staff are in school.
- **Times of the day:** The times of the day will be as usual. Students should arrive by 8.20am. The gate will be supervised for arrival from 7.30am. Students may enter the building from 7.45am and should go to the dining room until given further instructions. Dismissal will be at 2.55pm following afternoon registration. Students may work in the dining room until 4pm if necessary but must be off site by 4pm.
- **Food:** There will be no food available at breakfast or at break so students may wish to bring a snack. There will be a main meal available at lunchtime (including a vegetarian option) and a dessert. Students who attend and who are entitled to free school meals will receive a lunch as usual.
- **Equipment:** on Monday 23rd March your daughter should bring all necessary equipment for writing and drawing, trainers, a reading book, a water bottle, and a packed lunch if she will not be getting lunch from the canteen. She will be advised on Monday as to what she should bring on future days.
- **Mobile phones:** if your daughter brings her mobile phone to school then she must turn it off on arrival as usual when she arrives.