



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 | Website: www.cooperscoborn.org.uk |

Academic Year 2021/2022

12th August 2021

Dear Student

Congratulations on completing your GCSE exams! I have pleasure in now fully confirming your place and welcoming you to our community. It is our aim that you are quickly and enjoyably integrated into the Sixth Form, and please be assured that we expect your presence to enrich us. As well as being a vibrant community in itself, our Sixth Form plays a vital role in the community of the School as a whole, and I am eager to see the positive contribution that you will make during your A level studies here.

Inevitably starting life in the Sixth Form is an exciting stage in your education, please find the following information which you and your parents will need to carefully read/complete over the coming day(s):

- Agreement Booklet – [click here](#) for the online booklet. It is absolutely critical that this booklet is fully completed online by Monday 30th August 2021 at the very latest.
- House Badge Information – for students new to Coopers Coborn there is a letter attached detailing which house you will be in and how to purchase your house badge. Year 11 students joining Sixth Form will remain in the same house group and should purchase the badge with Sixth Form uniform.
- Go4Schools Parent Guide – we rely very heavily on this system and would like all new parent(s)/carer(s) to take some time to familiarise themselves with it, please ask your parent/carer to click here for [Go4Schools](#) **Please note you will not be able to set up an account until 3rd September 2021 when students will be added to the system.**
- Sixth Form Handbook – a useful 'one stop shop' of information about the Sixth Form – please click here [Sixth Form Handbook](#)

ADDITIONAL SUBJECT CHOICES:

All students are required to gain the entry criteria in order to join our Sixth Form on 3 A Level courses. A small number of students requested to complete a fourth A Level, despite our advice not to do this. If you indicated on the application form your desire to complete a fourth A Level and your GCSE results are amongst the very highest in your cohort, then we hope to be able to meet this request. All issues relating to curriculum choices and the fourth A Level will be dealt with in September.

As well as to welcome you, this letter aims to provide you with some details on practicalities and to set out some expectations:



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ARRANGEMENTS FOR THE START OF TERM:

Thursday 2nd September: LFD Testing

As I am sure you are aware the government has asked for all secondary age students to take two COVID-19 self-tests at the start of the Autumn Term. For Year 12 these are scheduled to take place on Thursday 2nd September and Tuesday 7th September. As such, you should attend school on Thursday 2nd September briefly to complete your first lateral flow device test. You will not be required to wear school uniform. You should arrive at the time designated below and head to the main reception area where you will be met by a member of staff. Unfortunately, parent(s)/carer(s) will not be permitted on the school site and please note parking is likely to be extremely limited.

Student surnames: A-D	10:45
Student surnames: E-I	11:00
Student surnames: J-N	11:15
Student surnames: O-S	11:30
Student surnames: T-Z	11:45

Consent for Testing On-Site

In order for the school to commence testing of our students we will need a consent form completed. The consent form is for participation in tests designed to detect asymptomatic coronavirus cases.

Consent relates to the following groups of students:

Students who are 16 years and over may provide 'informed consent' themselves. For any student who does not have the capacity to provide informed consent - this form must be completed by your parent or legal guardian. We are asking for a new consent form even if you gave consent as a Year 11 student as you studied with us last year.

As I am sure you can appreciate the logistics for completing the tests in school are going to be very demanding and we would be very grateful if you could complete the actions requested above as soon as possible and by no later than Monday 23rd August 2021. Please follow the link to the consent form - [Year 12 Consent Form](#)

Friday 3rd September: Induction

- 12:00: New students to Coopers' Coborn should arrive at the school in full uniform – welcome from School Captains & tour
- 13:00: Existing Year 11 students joining Sixth Form should arrive at the school in full uniform – welcome from School Captains
- 13:30: Assembly
- 14:15: Form Tutor based activities
- 15:15: Depart

Please note that we will not be able to offer students catering facilities on this day so we would recommend that students have a large brunch before they arrive. We will provide your son/daughter with free refreshments before the assembly.

Monday 6th September: CAT assessment

On Monday, you will only be required to attend school for around 2 hours – we will provide you with exact timings on Friday 3rd September in your induction. We would like you to complete a mini assessment on a computer known as a 'CAT' assessment.



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In total this should take between 90/120 minutes and when you are finished you will be able to go home. We want to reassure you that the CAT test is nothing to worry about. After such a disrupted 2 years we want to be able to identify strengths in your learning and areas for development and the results from this test provides staff at this school with objective information about you. Once again, please note that we will not be able to offer students catering facilities on this day so we would recommend that students bring a packed lunch if required.

Tuesday 7th September: Teaching starts

Please arrive at a slightly later time of 10:15am and go to your form room where you will spend time with your Form Tutor. You will then complete normal lessons Periods 3, 4 and 5, finishing at 3:15pm. You will be withdrawn briefly from lessons to complete your 2nd lateral flow device test. Catering facilities will be available from this day.

Wednesday 8th September onwards

Normal school days.

YEAR 12 WELCOME INFORMATION EVENING: Tuesday 14th September

We would usually invite your parent(s) and carer(s) into school to meet the Sixth Form Pastoral Team in early September. At the time of writing this letter, we think there is a probability that this meeting will not take place on the school site due to COVID-19. Instead we anticipate that we may have to record a presentation for all parent(s)/carer(s) to watch at their leisure; more information on this will follow in September.

A-LEVEL PREPARATION:

In July, our Sixth Form virtual induction launched on our website. If you are yet to complete your induction, please take time to complete it now. Please [click here](#) for the online induction. As part of this induction, you will have received the A Level Preparation Tasks for each of the three subjects you are studying. If you are yet to complete these tasks, can you please ensure that they are completed as soon as possible. Please bring them with you at the start of lessons on Tuesday 7th September.

EXPECTATIONS:

I would like to feel that you will relish the experience and opportunity that the Sixth Form can offer you, and that we, for our part, can treat you as the adult members of society that you are. In order for the Sixth Form to run as positively, efficiently and productively as it can, responsibilities are placed on all of us. We aim to offer you a stimulating learning experience and to support and guide you during this pivotal stage of your school career. In return, we expect that you will play your part in upholding the ethos and standards of the Sixth Form. Issues such as attendance, punctuality, uniform and behaviour are central to this, particularly in these challenging times. In the Agreement Booklet we ask you to sign a contract in which you sign up to these expectations and it is vital that you feel able to do so. In particular, it is important that you recognise our expectations with regards to uniform.

UNIFORM:

Ours is a flagship Sixth Form and we expect our Sixth Form students to attire themselves immaculately. Apart from setting a very good example to younger students, it is excellent preparation for the world of work. Above all it is the students that dictate the character and merits of the Sixth Form. I am confident that, as you embark upon a new phase of your academic journey, you will prove a credit to the School. Please [click here](#) for the school uniform policy for Year 12 for September.



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You are encouraged to contact the supplier and place your orders as soon as possible. When you first go on to the Stevensons site you will need to create a log-in.

Stevensons

Telephone: 01727 815700

Email: customerservices@stevensons.co.uk

Website: www.stevensons.co.uk

STRUCTURE OF THE SCHOOL DAY / YEAR

If you are a student who is new to our community this year, you join us at an exciting time. From this academic year, we have made a change in the structure of the school day/year. There are many reasons why we have made this change and we consulted widely with staff, students and parents over a 12-month process:

- Our school day on a Monday, Tuesday, Thursday and Friday runs from 8:35am to 3:15pm.
- On a Wednesday we have an extended day, finishing at 4:15pm.
- As a result of the change we have enacted a two-week October half term; this year it runs from Monday 18th October to Friday 29th October (inclusive)
- The change results in a net-gain of teaching time for students

COVID-19 UPDATE:

The last 18 months have obviously been a very difficult and unpredicted time for all of us. I wanted to reassure you that we will do all we can to support you in the coming two years. Undoubtedly, there will be more twists and turns as the pandemic continues, but we are well placed to deal with any situation and have learnt a huge amount individually and collectively since March 2020.

Please note therefore that some of the information in both the Sixth Form Handbook and Agreement Booklet may not accurately describe the way school will operate in the coming year, as things can change at short notice. Furthermore, we ask for your assistance with one final matter. If, for any reason, you decide not to join our Sixth Form community in a few weeks' time, could I please ask that you email our Admissions Manager, Mrs J Orton (jor@cooperscoborn.co.uk) as soon as possible, so that your place can be offered to the next student on our waiting list.

It will be my privilege to welcome you in a few weeks' time. In the meantime, enjoy your next couple of weeks off and congratulations again. Should you have any questions, feel free to get in touch.

Yours faithfully

Mr R Bell
DEPUTY HEAD & DIRECTOR OF SIXTH FORM

Mrs J Marshall
HEAD OF YEAR 12