



1536



1701

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 |

Monday 16th May 2022

Dear Parent(s)/Carer(s)

Following the letter from Mrs Titley, our Examinations Officer, I wanted to take this opportunity to confirm some of the specifics around the process regarding A Level results day and the different elements of support that take place on the day, particularly for students looking to go to university.

The examinations team has written to you on a number of procedural matters, and I wanted to build on this with some slightly more specific information.

The school will open at the early time of 8am for students to collect their results so that they are in the strongest possible position to contact universities/employers should they not have met the required grades. Results will be available for collection from 8am in the main School Theatre.

Results will only be provided to the individual student, not parents or friends, unless the school's Examinations Officer - Mrs Titley has received written consent from the student concerned via the Google Form that was sent out. If your son/daughter wishes for someone else to pick up their results for them, please ensure that the above process is followed.

Sixth Form pastoral staff and members of the school's Leadership Team will be available on results day and on the following day should students require any extra support. The Learning Zone will also be available for students to use should they need to contact universities or go through 'Clearing'. For those students who have a university place at stake, a detailed booklet will be provided on what they need to do next: 'UCAS Confirmation & Clearing' however, all of the information in the booklet has come directly from the UCAS website, should you decide to have a look at these options in preparation for results day. We will also be emailing all students with the following information:

- It is likely that by logging onto the UCAS system from 8am, your son/daughter will be able to find out if they have made their first choice or insurance offer. They will still need to come to school to pick up their results.
- Universities will use the UCAS Track system to confirm whether they have met the conditions of their Firm or Insurance choice. Even if they do not meet the conditions of that offer it may be that the university is able to offer them a place, perhaps on a different course.
- Make sure that they have the following information with them when they come to pick up their results just in case there are any problems or they have to go through 'Clearing':
 - Phone number of the Admissions Tutors/Admissions hotline for their chosen universities.
 - The course name and course codes they applied to.
 - All their UCAS Apply details - username, password, ID etc.
 - A mobile phone



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- The contact details and information from Clearing of any universities that they are thinking of applying to on results Day through Clearing
- Their Clearing Number from the UCAS Track system; this will be available to them on the morning through the Track system if they are eligible.

For students applying to university, there will be two possible outcomes on the day:

The Positive Outcome...

- Confirmation - they have met the conditions of one of the two offers and will therefore need to confirm that they accept the place at the institution. (they may even have accepted them if your son/daughter narrowly missed the terms of their offer!)
- Clearing – your son/daughter has done far better than expected and wishes to see what universities have spaces for higher grade entry criteria – even though they have secured their Firm choice

The Complicated Outcome...

- They have to call their university to see if they have any vacancies as they have not met the conditions of their offer; they may be able to offer a slightly different course.
They don't make it to either of their choices...
- Clearing - a system which runs for students who still want to go to university but have not been successful with either or their two choices. They will have to be quick as this is on a first come, first served basis. By 8am, UCAS will have already sent your son/daughter a message about this and we recommend they 'sign up' to be contacted on Results' Day by potential universities.

Support in the future

We want to make sure that we do all we can to support your son/daughter after they leave. We are always here for advice and support. Many students find the transition to the world of work/university really tough and sometimes want someone impartial to speak to. We have explained to all students that they can call us at any point in the future and we will do all we can to assist. Each year, quite a few students get back in touch for advice as they want to change their 'Beyond 18' plans. Our contact details are:

Mr R Bell: 01708 251812

Mr J Teece: 01708 251808

Mrs King: 01708 251817

We will also be encouraging all the students to sign up to our alumni network, known as 'Future First', this gives them a network of support in the years ahead.

2023 UCAS applications

If your son/daughter is taking a year out and applying to go to university in 2023 then obviously we will still help them to complete their UCAS application and send them off from here. In September, they will need to liaise with Mrs Wilkes (aws@cooperscoborn.co.uk) who supports all "Year 14 students" with their



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application. If they are applying in September then it is important that they do not apply as an 'individual', but rather apply through the school name. The buzzword on the UCAS site for them to use will be available through Mrs Wilkes.

I do hope this letter reassures you that we have a very robust process in place to support students on the day, in advance and after. Support will also be available for all those job-seekers, or those holding conditional offers of employment. Your son/daughter will receive all this information in a very detailed email, so please ensure that they check their school e-mail account.

On behalf of all the staff at the school, I would like to take the opportunity to thank you for all your support you have given during your son/daughter's final year in the Sixth Form. We look forward to celebrating their last day on 20th May.

We are always keen to improve our provision and so do not hesitate to contact me with any suggestions.

Yours sincerely

Mr R Bell
Deputy Head & Director of Sixth Form

Mr J Teece
Head of Year 13