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# 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) |

Monday 27<sup>th</sup> June 2022

## **Year 12 Meet the Tutor Event – Monday 4<sup>th</sup> – Thursday 7<sup>th</sup> July: 4pm to 7:30pm - Online Appointment Booking Parent/Carer Resources to support the Beyond 18 Process**

Dear Parent(s) and Carer(s)

We would like to invite you to attend our upcoming Year 12 'Meet the Tutor' Event.

The event, which takes place 'virtually' during the course of the week of 4<sup>th</sup>-7<sup>th</sup> July provides you with a brief opportunity to chat to your son/daughter's Form Tutor. The meeting focuses solely on your son/daughter's 'Beyond 18' plans and the steps that they need to take in the coming months.

We will be sharing a template for discussion with your son/daughter in form time before the evening. In the meeting we will ask your son/daughter:

- How do you feel about your academic progress this year?
- What is your Beyond 18 'Plan A'?
- What grades do you need to secure 'Plan A'?
- What is your Beyond 18 'Plan B'?
- What grades do you need to secure 'Plan B'?
- What will you be doing over the summer in order to achieve 'Plan A and/or B'?
  - 1) Have you completed a Future Learn course?
  - 2) Are you completing the EPQ?
  - 3) What prep will you be doing for your personal statement/job applications

Please note:

- 1) It is important to point out that the Meet the Tutor event is not designed to discuss your son/daughter's grades or performance in specific A levels; these conversations need to take place with your son/daughter's A Level teacher, which is why a Consultation Evening will take place the following week – Thursday 14<sup>th</sup> July. A further letter will come out about this in the next 7-10 days.
- 2) The individual appointment will be brief and last less than 10 minutes – you will be invited to an in-depth evening in school in September (for around 1 hour), where we will go through the process in more detail.
- 3) It is crucial that your son/daughter attends the video call in order to be a key part of the discussion.
- 4) All staff have provided specific slots during the week – based on their availability - this is different for each member of staff. Please note that if you click on a date and the message appears 'that member of staff is unavailable' then you will need to select a different date where that colleague is available.

As I am sure you remember, the school has introduced an intuitive and easy to use online appointment booking system called 'School Cloud'. This allows you to choose your own appointment time with the named member of staff and you will receive an email confirming your appointment. Details about booking the appointment is contained at the end of this letter.



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## Further Information about 'Beyond 18'

Linking in with our upcoming Beyond 18 Day (6<sup>th</sup> July), I felt it was important to signpost some resources so you are aware of the key information. We also want to share with your additional resources that may support conversations that are happening over the summer.

For general information, please find links below to:

- [The Parent Guide to Degree Apprenticeships](#)
- [The Parent Guide to University](#)
- [The Parent Guide to Apprenticeships](#)
- [The Parent Guide to Post 18 Options](#)
- [The University of East Anglia's 'Making the Most of your summer' webinar](#)

To support the university application process, we are signposting/using so many different resources. I thought it would be useful to signpost a small selection for you:

- [The Personal Statement Booklet](#) – a resource to help structure the personal statement
- [Queen Mary: University of London. An interactive online course for you to complete which looks at the entire process. You will need to register online. The course is called 'Applying to university'](#)
- [Queen Mary: University of London. An interactive online course for you to complete which looks at choosing universities and courses. You will need to register online. The course is called 'Choosing Universities and Courses'](#)
- [Jane Marshall: How to write the perfect personal statement](#) – a taster of our outside speaker from 6<sup>th</sup> July  
All students will have access to another 50-minute video from Jane
- [Tips when choosing a course and university](#) – an excellent guide
- [The University of Kent: The University Application Process & Personal Statements](#). You will need to register to watch this. Again, an excellent overview.

We will also share with students information about potential 'admissions tests' for certain universities. It will be your son/daughter's responsibility to research which courses require a university admissions test. For the latest information please [click here](#).

To support the 'world of work application' process, we are signposting/using so many different resources. Once again, here is a small selection:

- [Everything you need to know about degree apprenticeships](#)
- [Dealing with assessment centres: Top Tips](#)
- [How to pass an apprenticeship interview](#)
- [CV guidance and tips](#)
- [How to prepare for the world of work](#)
- [Interview Guidance Booklet](#)



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## Instructions on booking appointments and using video call feature:

- The appointments booking system will open tomorrow, Tuesday 28<sup>th</sup> June at 7pm and close on Sunday 3<sup>rd</sup> July at 7pm.
- Please visit <https://cccs.schoolcloud.co.uk/> to book your appointment.
  - Login with the following information:
    - **Your full name** as stored on the school system (you must log in as the same parent when joining the video call on the evening)
    - **Your email address** as stored on the school system
    - **Your child's full name** as stored on the school system
    - **Your child's date of birth** (DD/MM/YYYY)
- Clear PDF guides on '**making appointments**' and '**attending appointments on video call**' are attached to this letter and can be downloaded from our school website:
  - Making appointments: [CLICK HERE](#)
  - Attending appointment on video call: [CLICK HERE](#)
  - Video demonstrating the video call system: [CLICK HERE](#)

I do hope this letter reassures you that we are committed to delivering the very best 'Beyond 18' support for your son/daughter.

If you have any questions, please do not hesitate to contact me at the school.

Yours sincerely

Mr R Bell

**Deputy Headteacher: Director of 6<sup>th</sup> Form**