



# 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) |

Wednesday 6<sup>th</sup> September 2023

## Re: Welcome Letter

Dear Parent(s)/Carer(s)

A very warm welcome to academic year 2023-24 and our 6<sup>th</sup> Form community.

Inevitably, at the start of what promises to be an action-packed year, there is a huge amount of information that we need to convey to parent(s) and carer(s). As such, we apologise in advance for the somewhat detailed and lengthy initial 'welcome' letter. We will be writing to you in the coming days with individual letters pertaining to the key events/issues which take place during the initial period of your son/daughter's 6<sup>th</sup> Form journey. As ever, communication between the school and home is exceptionally important to us and with much information to share with you, we have an Information Evening next week. We hope the evening will be an opportunity for us to share critical information about the year ahead.

The Year 12 Information Evening is next **Monday (11<sup>th</sup> September) from 7pm to 8:15pm** in the main School Theatre. Please note that parking on the school site is limited so you may wish to take public transport.

During the evening, Mr Bell (Deputy Head: Director of 6th Form) and I will cover the key issues of Sixth Form transition, academic monitoring processes, pastoral issues and other important points to do with your son/daughter's successful progress in Year 12.

The students will be aware of all the key points as we will sharing these with them through our Assembly programme and therefore do not need to attend.

## School Site Update:

Following the letter sent home by Ms Hay, you will be aware that the school is currently experiencing challenges due to the presence of RAAC within the school estate. We are doing all we can to mitigate the impact of this for students in Year 12 as they begin their post-16 journey. However, it is important that I make you briefly aware of some of the ways these challenges will be impacting Year 12 students in the coming days:

- **Teaching Facilities:** We are currently operating with a significantly reduced number of classrooms available, including some specialist teaching areas. As such, in the short term, your son/daughter's lesson may take place in differing locations; we will advise them of this each morning in form time.
- **6<sup>th</sup> Form Centre:** Unfortunately, we are temporarily without some areas of the 6<sup>th</sup> Form Centre, including the toilets, the Library, the Common Room and canteen area. As such:
  - **Toilets:** All Year 12 students have interim toilets allocated to them. All students can access the toilets close to the 6<sup>th</sup> Form Centre in the School Pavilion. In addition, the girls can access an additional set of toilets next to the 6<sup>th</sup> Form Centre (outside room 0.1)



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- Canteen Provision: All Year 12 students will have access to the 'Pod' for catering provision at both break time and lunchtime. However, we are expecting queues to be long and would therefore, for this short period of time, suggest students consider bringing a packed lunch on some days, or consider some local food retail options as 6<sup>th</sup> Formers are able to 'sign out' at lunchtime. It is also important that all students attend school with suitable drinking water, as the number of re-fill fountains available on site is reduced.
- Non-contact 'free time': Linked to the points above, as the students do not have access to the Common Room or Library, we have made available the Main School Canteen seating area as a study area in between lessons. There are also two excellent outside seating areas, with fully covered canopies. Students can also use the Learning Zone, as Year 13 are not currently in school.

We are hopeful that the modifications highlighted above will only be temporary in nature and very soon we will be able to return to our usual high-quality provision.

It is important that we also share with you other important key matters:

### **'Love as Brethren' values:**

As I'm sure you are aware the school's motto is 'Love as Brethren'. Throughout the year we will be communicating the values behind this unique motto with greater clarity to your son / daughter in order to maintain excellent standards throughout the school, community and beyond. These include respect, kindness, gratitude, resilience, responsibility and the importance of duty and helping others. Your support in upholding these values is greatly appreciated as we work together to bring out the best possible outcomes for your child as they move throughout the school.

### **Consistency – 'Super Start' and 'Fantastic Finish':**

In order to develop more consistency across the school to help students better understand expectations and provide smooth transitions to learning, all classroom-based lessons will now start and end in the same way. This will be known as a 'super start' and a 'fantastic finish'. There is much research on the benefits of having consistent routines in schools in order to facilitate more focused learning, along with enhanced standards, and staff will be introducing these throughout the year. Further details on the consistent procedures for lesson starts and finishes will be explicitly communicated to your son / daughter in assemblies, form time and lessons this week.

### **Uniform:**

The school prides itself on having excellent standards of uniform as this sets the tone for learning, promotes equality, encourages a high standard of conduct and enhances our reputation in the wider community. Furthermore, these benefits certainly support our students as they move forward into the wider world of work and further education once they leave the school. Therefore your support in ensuring your son/daughter is wearing the correct attire, according to the school uniform policy ([CLICK HERE](#)), is greatly appreciated. Some key areas to clarify are as follows:



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- **School shoes** - these must be formal, plain black, leather style. Please note, we do not permit students to wear 'hybrid trainer style shoes'. Please contact the school if you are unsure.
- **Make up** - In the Sixth Form the wearing of make-up during the school day is discouraged. If worn, make-up should be lightly applied in natural tones, and be in keeping with the school uniform.
- **Hair** - should be worn in a neat, standard style suitable for school. Extreme hairstyles are prohibited – for example hairstyles with a defined contrast in style. Brightly coloured, non-natural or multiple hair accessories (for example decorative flowers or coloured extensions within the hair) are prohibited. If unsure, students should speak to their Head of Year before they alter their hairstyle to obtain confirmation that the proposed new hairstyle will comply with our policy.
- **Jewellery** - Students are permitted to wear one small, single stud earring in each ear lobe. In particular, earrings, studs or sleepers worn in any other part of the ear or any other part of the face or body are prohibited. Other jewellery of any kind, is discouraged. However, students are permitted to wear jewellery, if not excessive. For example, a single watch, a single necklace or chain which is discrete. It will be for the Headteacher to decide if jewellery is excessive.
- **Coats** - in cold weather, a smart plain black or plain dark navy coat is permitted to be worn over the school blazer. A coat must not be worn instead of a school blazer. The coat must be longer than the length of the school blazer and must not include any logos, text, graphics or accessories of any kind. Hoodies (including zip-up hoodies) are prohibited.

This list is not exhaustive but does highlight some areas that occasionally need addressing. Sanctions will be applied to students who are not wearing the correct uniform as directed in the policy.

### **Banned items:**

The school has a zero tolerance approach to items that are unsafe and further details of these, along with other banned items and the approach that will be taken by staff, are listed on page 11 of the school behaviour policy ([click here](#)). If your son / daughter is found to be in possession of any of the items listed (e.g. vaping devices, drugs, knives), robust sanctions will be issued in order to ensure the safety of the school community.

### **Punctuality:**

Students should be in form rooms, ready for morning registration, at 8.35am. In addition, all students need to be at lessons on time - for the 'super start' - so that learning can be maximised throughout the day. Just 5 minutes late per day adds up to 3 days of lost learning time throughout the entire academic year. Therefore, staff will be holding students to high standards on this in order to give them the best chances of success as they progress throughout the year. Any 6<sup>th</sup> Form students who are late to school/lessons/assemblies on five occasions in a calendar month, will lose all signing out/flexible privileges for the following calendar month. Once again, your support from home addressing any issues around punctuality, if highlighted as a concern by the school, would greatly assist your son/daughter's progress.

### **Pastoral Support:**

We are very proud of the pastoral support we offer in the 6<sup>th</sup> Form. We have a wide team of teaching and support staff in place to support your son/daughter. On Monday at the Information Evening we will go through this support in detail, but I felt it was important to outline some of the different support personnel in place:



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- **Form Tutor:** Your first port of call for any issues will be your son/daughter's Form Tutor. We will share their contact details with you on Monday. Their Form Tutor will see them every day for the next 2 years.
- **Head of Year:** Mrs Marshall is a highly experienced Head of Year. She is available in her office to support students at any point of the day when she is not teaching.
- **6<sup>th</sup> Form Pastoral Manager:** We also have Mrs Jacobs, who acts as our Pastoral Manager in addition to her other roles at the school. As a non-teaching colleague, and with an office based in the 6<sup>th</sup> Form Centre, Mrs Jacobs is always available to support students.
- **Safeguarding Team:** We have a large safeguarding team and their details will be shared with your son/daughter. Our Designated Safeguarding Lead (DSL) is Mrs Carron and she can be contacted at the school, if you have any concerns about the wellbeing of your son/daughter or any other child at the school
- **Year 13 Student Mentors** – we have a large group of Year 13 mentors available to support Year 12 students
- **Havering Emotional Support Team (HEST)** – the school is the base for this early intervention service. Acting as a pre-CAMHS triage and intervention service, HEST can provide emotional/mental health support for any student needing it
- **School Counselling Service:** Finally, through very generous support given via the Worshipful Company of Coopers' – we are able to fund referrals to a private counselling service, based in school.

## Important Upcoming Dates:

Monday 11<sup>th</sup> September – Year 12 enrichment launches – further information to follow

Monday 11<sup>th</sup> September – Parent/Carer Information Evening

Thursday 14<sup>th</sup> September – Individual Student Photos – available to purchase (more information to follow)

Monday 25<sup>th</sup> September – Trip to Stubbers (further information to follow)

Once again, we are looking forward to meeting you on Monday evening and supporting your son/daughter as they begin their exciting 6<sup>th</sup> Form journey at Coopers' Coborn.

Yours sincerely

Mrs J Marshall  
Head of Year 12

Mr R Bell  
Deputy Head and Director of 6<sup>th</sup> Form