



# THE COOPERS' COMPANY AND COBORN SCHOOL

*Love as Brethren*

Headteacher: Ms Sue Hay, BA (Hons), PGDip, NPQH, NPQEL

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) |

Thursday 19<sup>th</sup> October 2023

## Re: Year 13: Premises and Operational Update

Dear Parent(s) and Carer(s)

At the end of a very busy first half term, we thought it would be useful to provide you with an important update:

### The 6<sup>th</sup> Form Centre: RAAC update

We are pleased to inform you that from Monday 6<sup>th</sup> November we are hoping to have full access to all of the facilities in the 6<sup>th</sup> Form Centre; including the Common Room and additional study space R16/R17. This will have the following implications:

- All catering provision will now be provided to the 6<sup>th</sup> Form via the Common Room – this means that the temporary 'pod' which has been operational since September will close.
- Students will be able to purchase food and drink from the Common Room at the following times:
  - 8:10am to 8:35am – Breakfast service
  - 10:30am to 11:30am – Break service
  - 1pm to 2pm – Lunch service
- Please note that for the first week or two, we envisage the Common Room being very busy and would recommend that students plan ahead when purchasing food/drink and try to avoid the start of breaktime/lunch, if possible.
- As a result of this change, and due to the colder weather, 6<sup>th</sup> Form students will no longer need access to the 'outdoor covered seating' area by the Pod during lesson time and at lunchtime. If they wish for a social space during this time – then they should use the Common Room. Students will, however, be able to use this covered seating area at break time.
- As students now have full access to the Common Room – the 6<sup>th</sup> Form Learning Zone is now a quiet study space all day, including breaktime and lunchtime. There is no reason why students need to use this space to meet/talk/socialise, even at break/lunch as they have the Common Room facilities available to them.
- Your son/daughter will now have access to a wider range of study facilities – and additional study slots will shortly be appearing on their timetable (see below)

### Study Facilities/Learning Zone/Non-contact time

As a result of the study space R16/R17 becoming available again, your son/daughter's timetable will soon include all additional study periods. In any ordinary year, these would have been in place from September. These compulsory periods are a critical aspect of 6<sup>th</sup> Form life. It is critical that your son/daughter uses this time productively when in school and we will be making this expectation clear. For some of these sessions, your son/daughter may not always have access to a PC, so it is important that they plan ahead and bring suitable work to complete for the duration of the session. We ask all students to check their timetables on Go4Schools before returning to school on 6<sup>th</sup> November to check when these study periods are.



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However, please note that these additional periods will not become compulsory until later during the week of the 6<sup>th</sup> November. We want to speak to all students about the importance of these periods and so students should not attend these new slots until informed to do so by the 6<sup>th</sup> Form Pastoral Team.

## School Library

The School Library is once again available for students to use as a private, silent study space. Whilst there are a number of timetabled English and Library lessons that take place in the Library, there are substantive periods of time when it is available for your son/daughter to privately study. Students will need to sign in with the Librarian when they use the Library; additionally, please note that no food or drink is permitted in the Library.

## Mobile Phones

As you are aware, our entire school site is a mobile phone/headphone free site. Recently the Department for Education (DfE) has provided strengthened guidance to schools regarding the importance of banning mobile phone use by students – please [click here](#) to read this guidance. Whilst we are clear on our position, we are however trialling a new approach with the 6<sup>th</sup> Form. Due to the return of the 6<sup>th</sup> Form Common Room, I wanted to confirm the following:

- Your son/daughter is permitted to use their mobile phone/headphones in the following locations:
  - The 6<sup>th</sup> Form Common Room
  - Study space R16/R17
  - The Learning Zone
- If students are in a supervised study session with members of staff, then the device must only be used to support their learning – e.g. it should be on silent and not be used to make calls etc
- It is important to reiterate that students are not permitted to use their mobile phone/headphones in any area of the school other than those detailed above. If a student breaches this policy, a member of staff will confiscate their phone until the end of the day and a 30-minute detention will be issued. A copy of our mobile phone policy can be found on the school website or by [clicking here](#).

## Lunchtime & Social Sport

Due to limited space and the changes mentioned above, students are not able to play social sport at any time. During lesson time, students should be independently studying, when not in a lesson, or based in the Common Room. At lunchtime, we have to provide outdoor space to the students in Year 7-11, who do not have access to their own Common Room. As such, outside of enrichment and timetabled PE lessons, students are not permitted to take part in social sport (for example, informal games of football etc) at any time. We have a huge range of sports clubs that students can become involved in if they wish to take part in sporting activities.

## Uniform

We wanted to thank all parent(s)/carer(s) for your support of the school uniform policy; Year 13 are looking exceptionally smart and are looked up to as role-models within the school. Over the past week or two, there have been a small number of students who are starting to breach our policy on a regular basis; where this is the case, we will contact you. Additionally, Mr Duncan (Deputy Head) is writing to all parents/carers about our School Uniform Policy in the coming days.



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Your son/daughter are part of a wonderful cohort of students and we are thoroughly enjoying working with them. Thank you for all your ongoing support.

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

Yours sincerely

Mr J Teece  
**Head of Year 13**

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