



# 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) |

Friday 5<sup>th</sup> January 2024

## Re: Spring Term: Important Update

Dear Parent(s)/Carer(s)

Firstly, on behalf of all the staff at the school we wish you and your family a Happy New Year!

As ever, we have an exceptionally busy few months ahead of us in the 6<sup>th</sup> Form community and we felt it was important to keep you fully involved. This letter provides the detailed information you need to support your son/daughter over the coming months.

### Sutton Trust Summer Schools: Applications open from next week

A key opportunity we will be sharing with your son/daughter this month is the Sutton Trust Summer School programme. For more information, please [click here](#). Sutton Trust Summer Schools, offered by 13 of the leading universities in the UK offer a life-changing experience, at no cost to students. Whilst there are eligibility criteria, I cannot recommend the programme highly enough:

An opportunity to experience university life first-hand. Summer schools are:

- Residential programmes (varying from a few days to a week)
- Mostly run during July and August (although check each university for specific dates)
- Held at 13 top universities across the UK, courses cover Arts, Humanities, Social Sciences, Engineering, Science and Medicine
- Free to attend – all travel, food, accommodation and food costs are covered

### 'Beyond 18': Formal Programme Launch: Tuesday 27<sup>th</sup> February

'Beyond 18' is the programme where we support students in their applications for university or the world of work. On Tuesday 27<sup>th</sup> February we formally launch our Beyond 18 programme with the year group with a day in school/an evening event for parents. We will write to you with more details about this event in a few weeks' time. The day will comprise of:

- A session from the University of East Anglia (UEA) about applying to university
- A session from Mrs King (Head of Careers) on the 'world of work' and alternative pathways
- Form group sessions, exploring what your son/daughter intends to do after Coopers'
- Specialised 20-minute carousels in the afternoon focusing on different aspects of life after Coopers' e.g. – 'Working in the City'

There will then be further 'Beyond 18' events later in Year 12 and in Year 13.

### If your son/daughter is thinking of applying to university at the end of Year 13:

- Now is a good time for you/your son/daughter to start visiting universities. There is an extensive programme of in-person and virtual Open Days on offer from most universities in the UK. For a detailed list, please [click here](#).
- An organisation called 'Uni Taster Days' deliver university guidance webinars to support post-16 students considering university. Different guest universities will attend each week, delivering sessions on important



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aspects of university guidance with a moderated Q&A. These webinars have also been recorded and there is a huge menu that your son/daughter can access and benefit from – please [click here](#) for more information.

- All students who are looking to apply to the University of Oxford/Cambridge will soon be receiving some support information, this will be via the Year 12 Google Classroom. After a number of years in her role as Oxbridge Coordinator, Mrs Read has moved into a different, new whole-school role, working alongside colleagues in the RE Department. As such, for an interim period, Mr Bell will be leading on any Oxbridge support/enquiries.
- Your son/daughter is soon to be sent a link to 'Getting into the Top Universities' – this is an extensive support booklet of what they should be doing to put themselves in the very best position for their university application. Students should be acting on the advice from page 22 onwards. Although dated from 2019, this is a superb resource for any student considering university – please [click here](#) to access it as a parent/carer

### **If your son/daughter is considering employment at the end of Year 13:**

Our Head of Careers, Mrs King has been regularly posting activities/resources that your son/daughter should be considering. In particular, we are suggesting students look at:

- [Career Map](#) – a useful site and a good magazine for parents too!
- [www.thebrokerage.org.uk/how-to-sign-up](http://www.thebrokerage.org.uk/how-to-sign-up) - A level recruiters with lots of internships, but please check eligibility criteria carefully.
- [Investment 2020](#) - specialist A level recruiters and also offer lots of internships for undergraduates so a great way to be organised and plan ahead.

Other specific activities they could be completing:

- Research companies - create a hit list of who they want to apply to when applications open
- Create a LinkedIn account to look at what those companies are currently doing and any new initiatives.
- Practise on-line tests - some companies have practice tests on their websites.
- Look at the professional qualifications that may be offered with these roles - have an idea of what they involve
- Create an account on the [www.apprenticeships.gov.uk](http://www.apprenticeships.gov.uk).
- Look at their CV - is it good enough?

### **EPQ (Extended Project Qualification) Update:**

As you are no doubt aware, an important aspect of our enrichment programme is our Extended Project Qualification provision. The EPQ offers students an opportunity to develop their academic curriculum beyond their three A levels. By studying a topic in-depth, and writing a 5000-word dissertation, students are able to develop a real love of learning whilst adding an impressive qualification to their CV. We will be launching the EPQ application process in March and more information will follow at that time.

### **Work Shadowing: July 15<sup>th</sup> – 19<sup>th</sup>**

As you are aware, from our letter in November, we promote a week of 'work shadowing' at the end of the summer term. The scheme provides students with an invaluable opportunity of gaining much-needed experience in a placement of their choice. Research shows that work shadowing is a critical component to a successful university/careers application once students are in Year 13 and we hope gives our students a competitive edge against others in the country. Indeed, a number of our students eventually gain meaningful careers in the very organisation in which they completed their work shadowing.



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In tandem with our 'Beyond 18' programme, it is now the time for students to start organising their work-shadowing placements for the summer. An important part of the process is the fact that students are expected to find their own placements through preparing letters of applications and a Curriculum Vitae (CV). In order to support students with this process we have worked with them in form time, explaining how to produce a CV and write a successful email/letter of application. Full information about work shadowing can be found [via the letter sent home in November](#).

All students need to provide details of their placement [via the following Google Form](#). Please note that your son/daughter needs to be logged into the School Google Account in order to complete the form. Any student unable to find a placement will be expected in school during the last week of term.

### **FutureLearn courses:**

Last term we wrote to you about FutureLearn. As part of our enrichment programme, we recommend that every student complete at least one MOOC (Massive Online Open Learning Course). MOOCs offer university-level courses without the need to complete an entire programme of studies and are becoming increasingly popular. They offer a large number of students the opportunity to study high quality courses online with prestigious universities, often at no cost. They are ideal for independent study and users can select courses from any institution offering them. Video-based, they offer interaction either through peer review and group collaboration or automated feedback through objective, online assessments (including quizzes and exams). We therefore recommend that all Year 12 students complete a 'FutureLearn' course ([www.futurelearn.com](http://www.futurelearn.com)). Most (not every) course is free and for many you are only required to pay if you wish to download the certificate (which you do not need to!) We hope all students can now take the opportunity to complete at least one.

### **Internal Examinations: Monday 22<sup>nd</sup> April – Friday 3<sup>rd</sup> May (provisionally)**

We wanted to give advance notice of the first formal set of important internal examinations that your son/daughter will be completing with us. After 8 months of A Level teaching, we will be in a position to formally assess your son/daughter's progress in a substantive manner.

These exams are important for a number of reasons:

- They will provide your son/daughter with crucial examination practise
- At almost the half way point in the courses, we will be in a position to provide you with an indicator of A Level performance (in terms of an actual grade).
- These results will help to inform decisions that your son/daughter will make with regards to university/employment choices in Year 13
- The results in these examinations will be the key factor in assisting colleagues in generating the all-important 'predicted grades' required for applications to university/employment in Year 13
- If for any reason, the A Level examinations did not take place in 2025 then these exams could be hugely important
- They will provide your son/daughter with crucial diagnostic feedback

As such, can I please flag up the importance of the Easter holiday in terms of the preparations that your son/daughter needs to put in place. We are aware that many families will wish to take holidays during this period, so it is important that your son/daughter plans ahead with their examination preparations.



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**And finally,...**

## **Uniform:**

Year 12 are a wonderful year group and it is important that they continue to set a high standard for the rest of the school. We are an 11-18 school community and your son/daughter plays a critical role in acting as a role-model to our younger students. Could I therefore ask:

- Please do not allow your son/daughter to wear anything other than one, small single stud in each ear
- Please ask your son/daughter to follow our school uniform code with regards to nail varnish
- Trousers should be appropriately tailored, regular fit, formal, black trousers in a traditional school style. Jeans and trousers made of denim-type or lycra-based material are prohibited. Trousers and skirts must be appropriate in length and worn in a manner appropriate for school.
- Students are not permitted to dye or colour their hair in a way which significantly alters their appearance. If your son/daughter is considering this, then they should speak to a member of the 6<sup>th</sup> Form Pastoral Team before doing so.

## **Paid employment:**

Over the past few months we have been having increasing conversations with students/parents regarding the impact that paid employment is having on study. As a guide your son/daughter should not be working in paid employment for more than 10 hours per week (at the very most!). We know that any more than this almost always has a detrimental impact on A Level outcomes.

## **Replying to emails:**

Please remember that the school has a 72-hour email reply policy. We politely request that you do not send multiple emails within this period. If the issue is urgent and requires immediate attention, please call the school directly.

## **Absence:**

If your son/daughter is not going to be in school, then could we please impress upon you the importance of calling the school absence line before 8:30am on that day, and any subsequent day of absence. We are unable to accept a voicemail left by your son/daughter!

## **Visitors on the school site:**

Due to our legal safeguarding requirements, 6<sup>th</sup> Form students are not permitted to invite any friends/guests/family members onto the school site. All visitors to the school site must 'sign in' at reception where they would be met by a member of school staff.

All of the information in this letter will be conveyed to your son/daughter via assemblies this month. Thank you for all your ongoing support.

Yours sincerely

Mr Bell

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

Mrs Marshall

**Head of Year 12**