



1536



1701

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 | Website: www.cooperscoborn.org.uk |

Friday 5th 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 6th Form community and we felt it was important to keep you fully involved at this crucial time. This letter provides the information you need to support your son/daughter over the coming months. We have attempted to write it chronologically as there is a lot of information.

Mock Examinations: Monday 15th January – Wednesday 31st January

We have previously sent an extensive communication home about the mock examinations taking place. It is obviously a difficult balancing act for us explaining the importance of these examinations, whilst not creating undue stress and anxiety for your son/daughter. I wanted to reiterate four points:

- If your son/daughter is unable to attend any examination (for example, illness), then it is critical that you contact the school and inform the Exams Office, prior to the examination taking place.
- The examinations run in a very strict manner and your son/daughter is expected to adhere to all the regulations (for example, no mobile phones/electronic devices).
- Your son/daughter will be provided with feedback on their performance by their subject teachers as soon as possible in lessons (from early February) - they will also find out an 'overall grade' for each mock examination sat, around mid-February, before the half term break.
- Please note that these grades will be communicated to you formally, in late February prior to the Year 13 Consultation Evening – please do not wait until this formal communication; have a conversation with your son/daughter before the Consultation Evening, as they will almost certainly know how they got on!

UCAS deadline: 31st January

Any students who are still wishing to apply to university, are required to send off their application by this date.

Subject Consultation Evening: Thursday 29th February – 4:30pm to 7:30pm

A reminder that the date of this evening moved. The evening provides parents/carers with an all-important opportunity to discuss your son/daughter's academic progress for a final time. We will write to you in early February with more information.

Student Finance: Early March

If your son/daughter has applied to university then they will need to apply for 'Student Finance' in order to receive a tuition fee/maintenance loan. They will be notified directly via UCAS when the Student Finance system opens but please note this is usually the first week in March.



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 | Website: www.cooperscoborn.org.uk |

Accepting university offers

Please note that for UCAS applications, once students have received all their offers/rejections from the institutions they applied to, they need to ensure that they reply to offers by a certain date. This date varies for each student, based on when they received their final offer from an institution, but for most students this will be 6th June 2024. It is important that your son/daughter pays particular attention to their UCAS deadline and replies to all offers by this date. We would encourage students to wait until after their mock examination results in February, before they confirm their decisions with UCAS, so as to make the most informed decision. However, we understand that some students are already certain of this decision and so may wish to do this as soon as possible. Universities will put pressure on offer holders with regards to accommodation choices, but I would not rush into this critical decision; my experience is that post-mock results will still leave sufficient time with regards to university accommodation choices.

Once students have received all their decisions from universities, they will have three options:

- Decide which offer they will make their first choice - known as 'firm acceptance'. They can only have one firm acceptance. If they accept an unconditional offer, as their firm acceptance they are agreeing that they will attend the course at that university or college. If they accept a conditional offer, they are agreeing that they will attend the course at that university or college if they meet the conditions of the offer. In this instance, they can accept another offer as an insurance choice.
- Decide which offer they will make as their backup choice - known as insurance acceptance. Their insurance choice can be conditional or unconditional (depending on what the terms of their unconditional offer are) and acts as a back-up, so if they don't meet the conditions for their firm choice but meet the conditions for their insurance, they will be committed to the insurance choice. They can only have one insurance choice. It is important that in the majority of cases this insurance offer is of lower grades than their first choice. Please note that each year students/parents disregard this advice and as a result end up in 'Clearing' in the summer. Around 20 students were in this position last summer. Please ensure that the 'insurance' choice is of lower grades than the 'firm' choice.
- Decline - Once they have decided which offer to accept firmly, and which (if any) to accept as an insurance, they must decline all other offers.

If a student is in an unfortunate position of not receiving any offers from institutions then they will then be eligible to use UCAS Extra or Clearing, depending on circumstances. UCAS Extra is a facility open from late February which enables students who have received no offers, to make one extra choice at this late stage. If your son/daughter wishes to use UCAS Extra then they should speak to one of the pastoral team at the school.

A Level examinations

In the coming half term, your son/daughter will receive their confirmed A Level examination timetable. Please note that the A Level examinations take place from Tuesday 14th May until Friday 21st June (inclusive). A decision will be taken shortly regarding when study leave will begin and we will communicate this as soon as possible. Please note however, that a contingency date for the A Level examinations has been given of Wednesday 26th June. This is put in place by the examination boards should they need to utilise an additional date for any reason. As such, your son/daughter will need to be in the local area until after the 26th June – should the exam boards need to utilise this date. This date is also likely to be needed for the return of A Level textbooks.



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 | Website: www.cooperscoborn.org.uk |

Hoodies/Yearbook

The school has now submitted the order for Leavers' Hoodies and Yearbooks. If your son/daughter has purchased one then our 6th Form Captains will be in touch with them; in particular regarding the sizing and colour options with the hoodies. We anticipate that both items will be available for collection in May/June.

Year 13 Prom

An important communication about the Prom will be coming home next week.

Thursday 15th August 2024 – A Level Results' Day.

Once again, please make a note of this date in our diary – we strongly recommended that you/your son/daughter are in the UK and that the family do not book a holiday at this time. Full support will be available to students on this date and on Friday 16th August in terms of making important decisions. All too often, families book holidays on this date and are unable to access the specialised support. There will be no Sixth Form staff in school after this date, until the start of term.

And finally...

Uniform:

Year 13 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 bleach their hair in a way which significantly alters their appearance. If your son/daughter is considering bleaching their hair, then they should speak to a member of the 6th 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.

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.



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 | Website: www.cooperscoborn.org.uk |

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 the 72-hour period. If the issue is urgent and requires immediate attention, please call the school directly.

All of the information in this letter will be conveyed with your son/daughter via assemblies and form time over the next 2 weeks.

Thank you for all your ongoing support.

Yours sincerely

Mr R Bell
Deputy Head

Mr J Teece
Head of Year 13