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# 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) |

Monday 12<sup>th</sup> February 2024

Dear Parent(s) and Carer(s)

## **Year 13 Consultation Evening – Thursday 29<sup>th</sup> February – 4:30pm to 7:30pm** **Online System: School Cloud**

We would like to invite you to attend our upcoming Year 13 Consultation Evening on Thursday 29<sup>th</sup> February from 4.30pm – 7.30pm. This event will give you an opportunity to discuss your son / daughter's academic progress in Year 13 following the all-important internal examinations.

Following the mock examinations in late January, teaching staff are now marking all mock examination papers and will be in a position to provide a clear update on your son/daughter's academic progress. This update comes at an important time with around 8 weeks left in school.

Prior to the evening, during the week of 25<sup>th</sup> February, you will receive an updated report via the Go4Schools system – this report will detail the overall A Level grades that your son/daughter secured in this round of internal mock examinations. It is important that you receive this information before the Consultation Evening. However, please note, it is likely that your son/daughter will already be receiving feedback in lessons, so please do start to have these conversations at home. I will write to you prior to the publication of the grade report.

You will be able to make appointments with AT LEAST ONE of your son/daughter's teachers per A Level subject. In many subjects it will be possible to speak with teachers on both sides of the A Level course. However, please note that in some subjects this will not be possible (for example, some staff teach over 70 Year 13 students!) and if this is the case the update provided by an individual teacher will encompass both sides of the A Level course. If you still require an update from the teacher unable to attend, then please do not hesitate to contact them via email.

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

- The appointments booking system will open tomorrow - on **Tuesday 13<sup>th</sup> February at 7pm**. We ask all parents/carers to make their bookings by 9am on Wednesday 28<sup>th</sup> February
- Please visit <https://cccs.schoolcloud.co.uk/> to book your appointments.
  - 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)



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- Clear PDF guides on '**making appointments**' and '**attending appointments on video call**' are highlighted below:
  - Making appointments: [CLICK HERE](#)
  - Attending appointment on video call: [CLICK HERE](#)
  - Video demonstrating the video call system: [CLICK HERE](#)
- It may be necessary to adjust appointments so please check your final schedule on Thursday 29<sup>th</sup> February.
- The system does now allow families that live apart to join on the same video call. This is a useful feature if one member of a family wishes to join a call from work, whilst the other family member wishes to join the call from home. This feature has to be set up by you NOT the school. For information on how you would do this, please [CLICK HERE](#). Please note that you would need to activate this feature before the evening.
- In most instances appointments will last 5 minutes only and the system will automatically move you to the next teacher at the end of this time allocation.
- There is a firm expectation from the school that your son/daughter will attend the video call in order to hear the feedback being given.

Both Mr Bell (Deputy Head) and I teach students in Year 13 and are therefore unavailable on the evening to discuss pastoral matters, but if you have any questions or concerns following the evening I can be contacted via email: [jte@cooperscoborn.co.uk](mailto:jte@cooperscoborn.co.uk)

I hope this letter, and associated guides/videos, provide clear information to this intuitive service. If you have any questions or queries, please do not hesitate to contact me.

We look forward to welcoming you all 'virtually' to Parents' Evening on **Thursday 29<sup>th</sup> February between 4:30pm and 7:30pm**

Yours sincerely

Mr J Teece  
**Head of Year 13**