



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 |

Thursday 5th September 2024

Re: Welcome Letter & Information Evening: Monday 23rd September

Dear Parent(s)/Carer(s)

A very warm welcome to academic year 2024-25!

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 Year 13 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 in a few weeks. We hope the evening will be an opportunity for us to share critical information about the year ahead.

The Year 13 Information Evening is next **Monday 23rd 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 pertaining to Year 13; our 'Beyond 18' provision, academic monitoring processes, pastoral issues and other important points.

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

'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.

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:

- **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.



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 |

- **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 two discrete earrings in each ear. 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.

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 6th 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 6th 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:

- **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 year.
- **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.



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 |

- 6th 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 6th 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
- 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.

The School Day / Learning Zone Periods:

Whilst this will be covered on the Information Evening presentation, I thought it would be useful to reiterate some of the key points.

- Your son/daughter should attend school at 8:35am every day
- School finishes at 3:15pm four days a week, with a later finish of 4:15pm on a Wednesday
- At times, when your son/daughter does not have a lesson in the morning, they should be making use of the extensive facilities within school.
- Your son/daughter will eventually have an additional six 'Scheduled Study/Assessment Period' slots on their timetable. These 'lessons' are when your son/daughter needs to attend our 6th Form Learning Zone for supervised study. This is a crucial feature of 6th Form life.
- Students are not able to leave the school site until 12:15pm at the earliest, after this point they may sign out temporarily and return for lessons, or leave permanently if they have no more lessons on that day.
- It is important that I reiterate that the ability to 'sign out' is a privilege not a 'right' and it is crucial that your son/daughter follows our Fire Regulations by both signing out/in. Also, it is important to remind you that your son/daughter is representing our community and should behave impeccably in the local area. I am sure your /daughter will thrive with this added flexibility and responsibility.

Requesting time off school:

If for any reason you need to request some time off school for your son/daughter – e.g. to visit a university, or to attend an employment interview, then this should be done completing the 'Leave of Absence Form' on the school website – please [click here](#)

Beyond 18/University Applications/Predicted Grades

Next Monday, in a special assembly, we will be explaining to students in more detail the key steps they need to take over the coming few weeks in order to apply to university. This information will be shared with parents/carers at the Information Evening.

One key area that will be covered on Monday morning is the process by which student's predicted grades can be reviewed. This school is exceptionally proud of its rigorous 'Beyond 18' process. Every year we work closely with students to provide them with the very best advice and support with their future aspirations. It is a difficult balancing act between being supportive and optimistic, whilst at the same time being honest, open and realistic. Your son/daughter's teachers have provided predicted grades based on their professional



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 |

knowledge of working with them closely for a year. They will have thought long and hard before providing the prediction. They were specifically asked to be 'positive' and 'aspirational'. These grades are for a specific and very purpose – to go on job and university applications; they are not what teachers believe your son/daughter will necessarily get at the end of Year 13 (which may be lower). There is still a huge amount of teaching and often more difficult A Level content to be covered – they are purely there to support students with the Beyond 18 process. As such, we feel that the process is fair and rigorous and we know that the majority of students in Year 13 are very happy with their predicted grades. However, we also understand that there needs to be a fair process open to students if they feel these predicted grades are a barrier to applying for certain course/employment opportunities; on Monday, this process will be explained.

In essence, if your son/daughter wishes to have their predicted grades reviewed, this will be considered if they are putting in place a realistic, sensible and reasoned 'Beyond 18' plan. There will be a specific form that they will be asked to complete and you will also be asked to discuss the form with them and provide your signature. If the school is convinced that your son/daughter is taking on board all of our advice (including a number of Beyond 18 choices at the current teacher predicted grades) then a decision may be made to revise predicted grades upwards to also enable a number of more aspirational choices. This process takes place independently of subject teachers/academic departments.

Important Upcoming Dates:

- Careers Convention & Student Finance Presentation: 10th October
- Oxbridge/Medics/Vets UCAS Deadline: 16th October
- School UCAS Deadline: 22nd November
- Mock Exams: 25th November – 6th December
- Parent/Carer Consultation Evening: 16th January
- A Level exams start: 8th May
- A Level Results Day 2025: 14th August 20245

Once again, it is a huge pleasure to be working with your son/daughter.

If you have any questions, please do not hesitate to contact me at the school. We are looking forward to meeting you again on Monday 23rd September

Yours sincerely

Mrs J Marshall
Head of Year 13

Mr R Bell
Deputy Head and Director of 6th Form