



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](mailto:info@cooperscoborn.org.uk) | Website: [www.cooperscoborn.org.uk](http://www.cooperscoborn.org.uk) |

Tuesday 7<sup>th</sup> January 2025

## 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 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 Results: This Thursday afternoon

On Thursday afternoon, you will be able view your son/daughter's recent mock examination results via the Go 4 School's system.

Once you are logged into Go 4 Schools, you will need to select the sub-menu 'Reports' on the left-hand side; the mock examination report will be found there. For each A Level mock examination you will see a grade:

A\*  
A  
B  
C  
D  
E

Grade range from A\* (highest) to an E grade (lowest). A U grade denotes a 'fail' – that the marks were too low to award a grade.

Please note that these results are only based on the papers that were set in the mock examination. In a number of subjects, the entire specification was not assessed as further assessment will be taking place in March/April. Additionally, these results do not include any NEA (coursework) component of the qualification; in some subjects this can be as much as 50% of the overall A Level award.

These results, and the associated feedback has been shared with your son/daughter in lessons prior to the report being published, so we hope they have already had a conversation with you about their mock results. With the A Level examinations a little over 4 months away, it is critical that your son/daughter acts on the feedback they are given to put in place a robust plan to ensure success this summer.

You will be able to discuss your son/daughter's progress with the subject specialist teachers on Thursday, next week, at the 'Year 13 Consultation Evening' via School Cloud. There are obviously a small number of students who will need more extensive support in the coming weeks, due to disappointing mock results – if this is the case, then a member of the 6<sup>th</sup> Form Pastoral Team will be in touch with you in the next week, before Parents' Evening.

In particular, we would now ask all students to:

- Reflect on the importance of the next 4-month period – it is such an important period in terms of preparation.
- Ask for help and support, where needed, either from subject teachers or the 6th Form Pastoral Team



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- Carefully consider the impact that part time employment can have at this time; we recommend no more than 8 hours a week of paid employment. We would strongly recommend that during the examination period (May/June) students are not working in paid employment, where possible.
- Devise a clear 'plan of attack' for the examinations; in the form of a study/revision timetable
- Continue to maintain a healthy balance; of school work, socialising and other activities such as sport/drama/music

## **Subject Consultation Evening: Thursday 16<sup>th</sup> January – 4:30pm to 7:30pm**

A reminder of this event. The evening provides parents/carers with an all-important opportunity to discuss your son/daughter's academic progress for a final time. We will have written home twice about this event.

## **UCAS deadline: 29<sup>th</sup> January**

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

## **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.

## **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 4<sup>th</sup> June 2025. 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 at least March 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 careful reflection 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.



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- 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 Monday 12<sup>th</sup> May until Friday 20<sup>th</sup> June (provisionally). For a copy of the provisional timetable [please click here](#). A decision will be taken shortly regarding when study leave will begin and we will communicate this as soon as possible. I suspect your son/daughter's last day in school will be on Friday 9<sup>th</sup> May. Please note however, that a contingency date for the A Level examinations has been given of Wednesday 25<sup>th</sup> 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 25<sup>th</sup> 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.

## Easter holiday and exams

Please note that the Easter holiday is late this year. I am sure you have realised (due to the point above), but following our return from Easter, your son/daughter will only have 12 days in school before the A Level examinations begin. It is therefore critical that I flag up now the importance of the Easter holiday in terms of intensive A Level revision and preparation. Students cannot view this critical 2-week period as a holiday, as it is only a few weeks before the A Level examinations begin.

## Hoodies/Yearbook

The school has now submitted the order for Leavers' Hoodies and Yearbooks. We anticipate that both items will be available for collection in May/June.

## Thursday 14<sup>th</sup> August 2025 – 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 15<sup>th</sup> 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 or two discrete earrings in each ear
- Please do not permit your son/daughter to attend school with any facial piercings, including nose piercings
- Please ask your son/daughter to follow our school uniform code with regards to nail varnish



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- 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 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.

### **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.

### **Replying to communications:**

Please remember that the school has a 72-hour communication reply policy. We politely request that you do not send multiple communications 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: Director of 6<sup>th</sup> Form

Mrs J Marshall  
Head of Year 13