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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) |

Tuesday 6<sup>th</sup> May 2025

RE: Visit to The University of East London, Docklands Campus: **Thursday 5<sup>th</sup> June**  
& 'Beyond 18' day in school: **Monday 30<sup>th</sup> June**

Dear Parent(s)/Carer(s)

As mentioned in our letter last week, we have two important events coming up connected to our 'Beyond 18' provision.

On Thursday 5<sup>th</sup> June, all Year 12 students will be attending a higher education event. It offers an excellent opportunity for your son or daughter to gather information on their next steps after A Levels, as such we expect all students to attend, even if your son/daughter is unsure whether they intend to apply to university. Some students who state they do not wish to consider university often change their mind and this visit is often cited as a contributory factor.

This convention includes:

- Representatives from a range of universities
- The opportunity to ask questions, find out about courses and job opportunities, living accommodation etc.
- Talks on a range of topics including student finance, making applications etc.

Students should meet us outside the main Costa Coffee near the entrance atrium to the university. They should meet us at 10:15am. The nearest tube is located at Cyprus on the Docklands Light Railway (a 2-minute walk away), students should head to Stratford or West Ham and then take a DLR service towards Beckton, alighting at Cyprus. Tickets will be issued and a register taken. Please ensure that your son/daughter is punctual as we have a fixed group entrance time. Students will need to pay for their travel to and from the venue so please ensure they have enough money on their oyster card or cash if they don't have one.

Students do not need to wear school uniform but must wear appropriate clothing. There are plenty of places to purchase refreshments on campus. As students will be travelling to/from the venue independently of school staff, they do so at their own risk – the school is not responsible for their safety at this time. As such, please ensure that any students with medical requirements have associated medication with them (e.g. asthma inhalers/epipens). All students will be provided with a staff emergency phone number on the day and there will be a full assembly the day before to cover all aspects of the risk assessment. Students are free to travel home after the event – at approximately 1pm. In order for your son/daughter to attend the trip, you will need to consent to them travelling independently, this is also all completed online on the ParentPay system, this needs to be completed by Monday 19<sup>th</sup> May at 9am.

If any student is unwell on this day it is vital that they telephone the school on 01708 251824 and speak to Mrs Donnellan or the main school number: 01708 250500 and I will be contacted at the venue.



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Mr Teece will have the school mobile number **07704 645795** in the event of an emergency

Then, on 30<sup>th</sup> June students are 'off timetable' for a day in school where we will start to prepare them for their UCAS (university application) or job application. We have a range of sessions planned for them to enable them to start to apply, in earnest, for their desired future pathway.

In order to cover the entire cost of the two days, we are asking for a small contribution of £8 (paid via Parentpay) per student. Whilst we hope that as many students as possible are able to attend, we understand that there may be issues making payment difficult, so we would ask that you contact both myself and the finance office ([finance@cooperscoborn.co.uk](mailto:finance@cooperscoborn.co.uk)) and we will work together to find a solution. No student will be excluded because parents are unable to pay, but if there are insufficient contributions then the events will have to be cancelled. The cost covers items such as the fees of external speakers, insurance and administrative costs.

Payments made via Parentpay will request medical/allergy/dietary and emergency contact details. Please ensure you read the consent paragraph fully before completing this information. Once you have ticked the consent you are committed to the trip and refunds, unless there are exceptional medical circumstances will not be possible. Failure to complete the permission slip by 19<sup>th</sup> May will mean that your child will not be allowed to attend the event.

All trips are subject to the required good behaviour of students in school and whilst representing Coopers Coborn in the local community. Any students that do not uphold the excellent standards of conduct expected may be removed from trips which could result in the loss of monies already paid to the school.

Failure to make payment and complete the ParentPay permission by the above date will mean that your child will not be allowed to attend. In the past we have been able to be flexible with deadlines but this will no longer be possible. Please ensure you read the consent paragraph fully before completing this information. Once you have ticked the consent you are committed to the trip and refunds, unless there are exceptional medical circumstances, will not be possible.

Here is a link to a FAQ document that explains what is covered by the school's insurance:

<https://www.cooperscoborn.org.uk/wp-content/uploads/2023/12/School-Travel-Insurance-Information-Document.pdf>

Yours faithfully

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

Mr J Teece  
Head of Year 12



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