



THE COOPERS' COMPANY
AND COBORN SCHOOL

Love as Brethren

Headteacher: Ms Sue Hay, BA(Hons), PGDip, NPQH



SIXTH FORM INFORMATION BOOKLET

SEPTEMBER 2025



Welcome to our Community

The Coopers' Company & Coborn School Sixth Form



Welcome to the Sixth Form at The Coopers' Company and Coborn School.

Whether you are a parent or a carer of a student in the Sixth Form for the first, second or third time, we are constantly evolving and this handbook is designed to provide you with information that covers our next academic year and also to provide you with a crucial companion over the next 2 years.

As a member of the Sixth Form at Coopers Coborn, your son/daughter is joining a long established and successful community with a strong reputation both locally and nationally. We pride ourselves on excellence in everything we do and whilst we don't always get it 100% right, we look to embody the school motto of 'Love as Brethren'.

This handbook will answer many of the questions you have about the Sixth Form. Post-16 education is very different from what your son/daughter will have experienced before; they will be expected to be more organised and independent in their studies, ultimately taking control of their own learning. The guidelines and information contained in this handbook will help guide them through this. From experience, it is also critical that students and their parents are aware from the start of the protocols and expectations that are set in our Sixth Form. Student success is largely built on a tri-partite relationship between the individual student, parent/carers and the School.

We also look to communicate in a 21st Century manner; please take a detailed look at our Sixth Form website which we will use to keep you regularly informed. We will also make use of facilities such as Parentmail, Go4Schools, Google Classroom and ParentPay over the coming two years, so please ensure you are fully signed up to make the most of these facilities. You will receive more information on these in September.

We look forward to supporting your son/daughter at this critical stage in their education; I truly hope that they will be some of the most enjoyable and successful years of their lives.

Mr R Bell
Deputy Head & Director of Sixth Form

We are pleased to be able to send you details about our School and hope this will be useful in preparing everyone for transfer to our Sixth Form. We hope that the information contained here will help to make the process easier. We look forward to offering the new cohort the opportunity to develop their various skills and talents to the very highest level.

Inevitably we will be asking you to complete numerous forms, all included in our online Data Collection forms. Please take the time to read this carefully when you receive it after GCSE Results day.

Visiting the School

The School Office is situated just inside the main entrance of the School and all enquiries must be directed here initially. You **must** report to Reception before seeing any individual member of staff with whom you have an appointment and you will be required to wear a visitor's badge. This is a legal requirement. Please do not 'drop' your son/daughter off just outside the school, we have a dedicated car park/drop off zone. If you drive onto the school site in the afternoon, please note that to ensure safety of our students the site is closed for car access from 3.00pm.

How can you contact your son/daughter during the school day?

It can be difficult to pass messages to students. If you need to ask the School Office to pass on an urgent message, then you should try to contact us before 2.15pm. If you usually meet your son/daughter, please make sure he/she knows of alternative arrangements for getting home, should you be unable to collect him/her on time. The School Office will only locate a student around the School if the matter is urgent, it is very difficult to locate a student at break and lunch times. Please contact the school, rather than your son/daughter's mobile phone with important matters.

Contacting members of staff

Please do not turn up without an appointment to see the Headteacher, a Head of Year or any member of staff. It is essential always to telephone for an appointment; schools are busy and professional places and in this respect we are no different from a doctor's surgery! In the first instance, please contact your son/daughter's subject teachers if it is a curriculum matter or, for pastoral/more serious issues, their Form Tutor. This can all be done via the school website under 'Contact Us' - we ask parents/carers not to use email directly when contacting staff at the school. If in doubt, please contact the main School Office. There are further details about who to contact later in this booklet.

Emergency telephone numbers and contacts

Occasionally it may be necessary to contact a parent during the course of the day. It is important that we have at least three up to date emergency contact numbers. If you change your place of work, home address or telephone number, notify the Admissions Manager, Mrs J Finlay immediately at jfy@cooperscoborn.co.uk or 01708 250810.



Absence

If your son/daughter is unwell then the School should be informed before 8.30am on the day in question **and every subsequent day**. Please contact the school absence line on 07740 901200 and inform the school of your son/daughter's absence. Normally a parent or carer should do this. Please make sure the message contains the student's name, registration group, the date of the absence and reason for absence. If students are absent from registration and not in school then a message will be sent home to parents if a message has not been received on the absence line.

The school needs to be told about any long term absence as soon as possible. It is possible to arrange work to be sent home to support your son/daughter's studies whilst absent.

Please note the School takes a strong line on absence in the Sixth Form. It is important that absence is reported and coded accordingly. Absence for holidays is only granted in truly exceptional circumstances.

Attendance and Family Holidays

Good attendance and punctuality are vital in order to help students achieve their full potential and derive maximum benefit from School life. Holidays are not permitted during the school term, unless there are truly exceptional reasons. If students require 'Leave of Absence' then advanced permission must be sought. For all absences, a request must be made to the Headteacher via an online application. This can be found on the school website at the following link [Leave of Absence Form](#)

Medical Matters

Students should inform a member of staff if they are feeling unwell or need first aid. If they need to leave the lesson, they will be directed to the Medical Room (near the School Office) for assistance. If they need to go home we will contact the parent/carers as soon as possible and if emergency hospital treatment is required, the appropriate action will be taken; students should not telephone their parents themselves or simply walk off-site.

The office staff are not permitted to administer paracetamols or aspirins, nor are they allowed to accept telephone authorisation to do so. If your son/daughter needs to take this type of medication, please make sure that they keep a couple of tablets with them. When students need medication regularly, a supply of their medicine may be held in the School Office for students to self-administer when necessary. To make such a request, please email info@cooperscoborn.co.uk describing the medication and dosage. Medication must be supplied in the original container in which it was dispensed, together with the information leaflet. You can ask your GP to split the prescription.

It is the responsibility of parent/carers to ensure their child's medication is up to date and renewed when necessary.

Health Conditions and Administration of Medication

It is important that the School is informed of any medical condition(s) suffered by your son/daughter which may affect them whilst at School, or may require the administration of medication during School time. In some cases it may be necessary to prepare a Health Plan, e.g. for students with nut allergies and who have been prescribed an epipen. If your child requires a Health Plan or if they have an existing Health Plan, it is essential that you contact our Senco, Mrs V Bradley on 01708 250500, as soon as possible.

Where possible parents should ask GPs to prescribe medication in dose frequencies which enable it to be taken outside School hours.

For certain medical conditions it may be necessary for the School to seek the advice of the Community Paediatrician before agreeing to this. The School reserves the right to refuse to administer any kind of medication.

Late Arrival at School

Even though your son/daughter is in the Sixth Form, students who arrive after registration must present themselves at the main school office and sign in.

Finance Support

Over the past few years the level of financial support available to students in Post-16 education has fallen, there are however, still a number of areas of financial support:

- Free School Meals
- Uniform Grants
- 16-19 Bursary Fund
- Education and Learning Support

Free School Meals

To receive Free School Meals you must be receiving:

- Income Support
- Income-based Jobseekers Allowance
- Income-related employment and support allowance (ESA IR)
- Child Tax Credit (provided you are not entitled to Working Tax Credit and whose annual income (as assessed by the Revenue and Customs) does not exceed £16,190 Guarantee element of State Pension Credit

How to apply:

- To make a telephone application call 01708 433929. Immediate eligibility confirmation given using the Free School Meals Eligibility Checking Service and early start date for Free School Meals
- or
- Complete an application form (from the London Borough of Havering) and sign the declaration and agreement

Uniform Grants

Depending on what Borough you live in, will depend on whether you and your family are entitled to secondary school uniform grants. To seek your eligibility you must speak with your local authority to which you pay your council tax, or you can speak with **Student Finance, London Borough of Havering, Public Advice and Service Centre, The Liberty Centre, Romford, RM1 3RL or telephone 01708 433953.**

Travel Arrangements

Assistance with travel costs for students living more than 3 miles away from the School and whose parents receive family benefit, is sometimes available. Application must be made to your Local Education Authority.

16-19 Bursary Fund

In 2011, the government scrapped EMA (the Educational Maintenance Allowance) and replaced it with the 16-19 Bursary Fund. This hardship fund is geared towards those families and students who are in most need of financial support. Students and parents will be given full details of this funding arrangement in early September. Please contact Mrs H Jacobs for more information, telephone, 01708 251802, email hja@cooperscoborn.co.uk

Education and Learning Support

Learner support funds will be available through schools, colleges and training providers to help students who most need it to continue in learning.

Get in touch with the Learner Support helpline with any questions about:

- The Adult Learning Grant (ALG)
- Care to Learn
- Dance and Drama Awards
- The Residential Support Scheme for people studying away from home

Contact Learner Support Helpline on 0800 121 8989 (7.00am to 8.00pm) or view all details on www.direct.gov.uk/en/EducationAndLearning.

School Uniform

The Sixth Form are reminded that as senior students they set an example for the younger students and influence the impression gained of the School. Monitoring will be strict, so please read the uniform regulations carefully. The school uniform can now be ordered online from:

SCHOOL UNIFORM	PE KIT
Stevensons Tel: 01727 815700 Email: customerservices@stevensons.co.uk Website: www.stevensons.co.uk	CP Leisurewear Tel: 07732 404550 Email: samantha.menear@icloud.com Website: www.cpleisurewear.com

Please note that some of the items can be purchased from high street retailers at more affordable prices.

Students attending school out of uniform will be in breach of the 'conditions of entry' and will be treated accordingly. Matters of appearance can be a sensitive, time-consuming issue and inevitably subjective. Students are asked to note that the final decision regarding the acceptability or otherwise of uniform, appearance, hair length and style will rest with Ms Hay, Headteacher. They will be expected to comply with these decisions. They accept this policy in its entirety by joining the school Sixth Form.

Our PFA also run 'nearly new uniform sales' and dates will be sent out when these are arranged in school.

As part of the Agreement Booklet both students and parents will be asked to sign a document indicating the support of the School's uniform policy [School Uniform Policy](#)

Physical Education Clothing

For those requiring PE kit, this will also be available from CP Leisurewear, www.cpleisurewear.com

Physical Education Fixtures

Physical Education and Sport is seen as an important entitlement to all of our students.

During the course of the year your son/daughter may have the opportunity of being asked to represent the School. In most cases fixtures will be after school but occasionally due to cup games and the latter rounds of National Competitions it may be necessary to leave during school hours. Students will be given a minimum of 24 hours notice of fixtures and we welcome support of parents to both home and away fixtures. If students are missing lessons, it is important that they seek permission from staff concerned and make arrangements to make up any work that is missed.



Mobile Phones

From September 2020, the school became a 'mobile' and 'headphone' free site for **every** student.

These devices **SHOULD NOT BE USED ON THE SCHOOL SITE**. Exceptions to this rule are:

- Students are permitted to use their mobile phone in the main school car park before 8:35am and after 3:15pm (e.g. before the start of the school day/after the end of the school day).
- Sixth Form students are permitted to use their mobile phones only in the Sixth Form Common Room, or upstairs in the 6th Form Centre

Smart watches should be set to 'non-notification' mode, so that they cannot receive incoming calls/texts/notifications.

Students are not permitted to wear headphones on the school site – if headphones are required for teaching and learning these will be provided by the school in a hygienic manner. The only exception to this rule is the Sixth Form Learning Zone, where students will be provided with school headphones if required.

Parents should NOT be called or texted by students if they feel ill or to pass on information that has happened at school. Nor should parents attempt to contact students. Office phones are available for direct communication between parents and students throughout the day. Messages can be relayed in both directions.

Security is the responsibility of the person owning the device. The School will not be held responsible for the loss or theft of such device, nor for damaging effects of their use. They are brought in at the owner's risk. Parents should ensure the devices are properly insured. They should not be left where they could be stolen or used by others without permission. They should preferably be locked away. They should be kept safe.

If a student is asked to hand their phone/device/headphones to a member of staff, this is non-negotiable. Discussions about the situation can take place once the phone/device/headphones have been handed over. Any student not following this instruction will be addressed in line with the School Behavior Policy. [School Behaviour Policy](#)

Sanctions:

Staff will use professional judgement in applying the above policy.

- If a student deliberately violates the policy and is caught by a person in authority, the device will be confiscated (and kept in a safe place), and the device will only be handed back as per the mobile phone policy. A detention will be issued.
- Any further offences, may result in further action being taken in line with the School Behavior Policy.



Forgotten Items

Should students forget to bring an item into School that they require during the school day i.e. lunch, lesson books, homework, keys, musical instrument, sports kit etc, the School Office will accept such items if they are clearly named and will hold them until collected before the end of the school day. Items such as mobile phones and other electronic gadgets cannot be accepted. Please ensure your child knows to collect such items from the School Office as we will only locate students around the School for emergencies.

Lost Property

This is an area of constant concern. Items are seldom stolen, but frequently mislaid, left behind and unclaimed. The system for retrieving lost property at lunch times will be explained to students but we would appreciate your help in ensuring that they look after their own named possessions.

All items **must be named**. Valuable items, e.g. money and watches, should be carried or worn by the students at all times, or locked in their own locker. Please note that it is advised that students do not wear jewellery to school. Students can check with lost property on Monday to Friday (lunchtime).

Parentmail

As a School, we try very hard to improve the service that we deliver to the parents and their children by communicating as frequently as possible so that everyone is kept informed. However, sending written information home can be rather 'hit and miss' with information often going missing on the way! We are also increasingly aware of the environmental impact of the amount of paper we use.

The school uses a service called Parentmail which enables us to send letters and messages direct to parents by email. The service is already being used by more than a thousand schools around the UK. In order to use Parentmail we need to collect parent email addresses and mobile telephone numbers. Details for registration are supplied in our Agreement Booklet. Please be assured that the Parentmail service is GDPR compliant and guarantees that all information supplied will be completely private.

ParentPay

All payments are made online for school trips during your child's time at the School. Using a secure website called ParentPay, you can now pay online using your credit or debit card.

ParentPay is easy-to-use and you have the freedom to make payments whenever you want, 24 hours a day 7 days a week. Gone are the days of writing cheques or finding cash to send into school! Many parents will welcome the certainty that money paid using ParentPay® will reach school quickly and safely. Your child no longer has to take the responsibility for or the risk of carrying money into school. The more parents that decide to use ParentPay the greater the benefit is to the school. You can help us reduce workloads for all staff, creating more time to give to educational support and the efficient running of the School. It also ensures that all money transactions are safe and secure. For new Year 12 students, details of how to access the ParentPay facility will be issued to you in September.

We would be grateful if you could help your son/daughter to understand these procedures which will also be explained to them in School.





Student Behaviour

In order for the school and Sixth Form to be a positive and safe environment, where effective learning can take place, the Coopers Coborn Charter should be upheld at all times. Staff lead by the principles underpinning the charter and it is expected that all students adhere to the points in response.

Within Lessons

- Students enter the classroom when directed by the teacher.
- Good manners to be used at all times to staff and other students.
- Full equipment / kit should be ready at the start of the lesson.
- Respect to all staff, and all other students, at all times. This includes students listening, silently, when another member of staff, or peer, is talking.
- During winter months, coats, if worn, must be removed when entering a classroom.
- Students should stay focused, and on task, at all times.
- All class work, and homework, to be completed with excellent effort and on-time.
- Water is the only consumable item allowed.
- All classrooms must be left tidy with chairs tucked in or placed on the desks after period 5.

In General

- Respect to all members of the school, and local, community at all times; *Love as Brethren*.
- Arrive on time to school and be punctual throughout the day.
- Language must always be kept appropriate.
- The school is a 'gum-free' zone.
- Eat in an allocated area when consuming food. Hot food must be eaten in the canteen or Common Room.
- Litter must go in the bins provided, including the appropriate recycling containers.
- Headphones must be removed when entering the school.
- The Sixth Form have the privilege of being allowed in available classrooms, at the discretion of staff, at lunchtimes.
- Walk calmly, on the left, between lessons and especially to the canteen at break/lunchtimes.
- Mobile phones must be switched off and out of sight. If seen at any point between 8.35am and 3.15pm, without permission (outside of the Sixth Form Common Room), it will be confiscated and handed to the School Office with the current policy applied.

Uniform

All uniform must be worn correctly as per the School Policy, [School Uniform Policy](#)

Anti-Bullying Policy

Bullying is behaviour which makes other people feel uncomfortable or threatened, whether this is intended or not. The aim of our Anti-Bullying Policy is to clarify for students and staff that bullying is always unacceptable. We wish to encourage an environment where independence is valued and individuals can flourish without fear. Every student has the right to be safe and happy in School, and to be protected when feeling vulnerable.

It is important that we create an atmosphere in the School where students who are being bullied, or others who know about it, feel that they will be listened to and believed, and that action taken will be swift but sensitive to their concerns. Not reporting protects the bully or bullies, and gives the message that they can continue, perhaps bullying others too. [Anti-Bullying Behaviour Policy](#)

School Photographs

The School photographer will be visiting the School in the first few weeks of term to take individual photographs of Year 12 students. These will be available for purchase.

Print Tracker

Students will be able to keep track of their credit every time they log on to a computer. Hopefully this will educate students to use their IT skills by checking what is being printed and where. Please ensure your child has print credit added from September (this can be done once students have started). £5 should be sufficient, however, if more is required then this can be added at any time via Parentpay and you will receive log-on details in September.

Who should I contact at the School?

Schools can inevitably be confusing places and it is useful to know who to contact if you have a query or question over the coming two years:

If you have a question/concern/enquiry about an academic subject:

In the first instance you should always contact your son/daughter's subject teacher. They can be contacted by completing the 'Contact Us' form on the school website.

If you wish to inform us of a change in any personal details:

Mrs J Finlay, Admissions Manager 01708 251810 jfy@cooperscoborn.co.uk

If you have a question about attendance:

Please contact the Attendance Officer via the specific form on the School website:

[Contact Us Form](#)

If you feel your enquiry is not specific to a single subject or is extremely urgent, or relates to any other matters:

Contact your son/daughter's Head of Year who is:

Mrs J Marshall, Head of Year 12 01708 251808

The best way to contact Mrs Marshall is via the School Website 'Contact Us' - Pastoral—Year 12

[Contact Us Form](#)

Other useful contact details are:

Mrs K Palmer, Sixth Form Co-ordinator/Head of Careers	01708 251817
Mrs M Donnellan, Sixth Form Administrator	01708 251824
Mrs L Butler, Exams Officer	01708 251807
The P E Department	01708 251818
The Music Department	01708 255472
School Trips	01708 255482
Pupil Records	01708 251810



TIMETABLE & CURRICULUM MATTERS

Attendance and Punctuality

Good attendance and punctuality is an essential part of a successful time in the Sixth Form. The structure of A Level is such that there is very little time available to repeat work in class. Lessons should start punctually and it is important that students assist this by arriving on time. Excellent attendance is key to good academic progress.

All Sixth Form students are expected in school for a minimum of 6 hours a day; this equates to 30 hours a week, which is not an unreasonable expectation. Morning (8:35am) registration is compulsory and is a critical aspect of the school day.

Recent research at a Sixth Form College showed that students who had an attendance record of 90% or greater achieved, on average, one grade higher than their target grade in each subject they took. Students with an attendance record of 80% or lower achieved, on average, one grade lower than their target grade in each subject they took. It is for this reason that Coopers take the attendance of students in the Sixth Form seriously.

The Sixth Form Year Team, together with Form Tutors and subject teachers follow a simple multi-stage process in reaction to poor attendance.

Initially poor attendance is picked up by subject teachers and they will discuss with a student any concerns they have. They will inform the Form Tutor who will also speak to the student concerned. Where attendance doesn't improve, the matter will be passed onto a member of the Sixth Form Team. The student will have a one-to-one meeting concerning their attendance and a verbal warning will be issued. Other sanctions may occur and parents are informed. For Sixth Form students, the expectations are higher than for other students to reflect their status as young adults and as role-models. They will be treated more severely than other students (for example, for being consistently late). Please note that poor attendance, lateness or submitting work of poor effect are considered breaches of the School Behaviour Policy.

Attendance will be monitored over a period of weeks. Should the student's attendance remain a concern then subsequent stages will follow that include the Director of Sixth Form and the Headteacher. As a parent you are able to view your son/daughter's attendance by logging into the 'Go4Schools' system. This is an online tool which enables you to view 'real time' behaviour, attendance and academic information about your son/daughter. If you feel there are any anomalies relating to attendance please contact the school as soon as possible.





It is inevitable that people fall ill, need to miss school for family reasons such as a funeral, go on Open Day visits to universities and have driving tests. Be proactive in informing staff if your son/daughter is going to be absent and ask, where appropriate, for work to do, etc. and ensure they catch up with work missed (perhaps through copying up notes from a friend) and find out what homework may have been set and then ensure it is completed. Remember that this is their education and exams grades at the end of the course will reflect the effort made.

It is not acceptable for students to miss lessons, for example, in order to:

- complete other work such as homework or coursework that is due or overdue
- have driving lessons
- attend internal performances or assist other students in their work.

Employees and universities are interested in attendance and punctuality. An honest response will be given by staff to such queries. This includes attendance to registrations.

Scheduled Study Periods / Assessment Periods

These are one of the significant defining features of post-16 study compared to study at Key Stage 4.

They are intended to be used for the completion of academic work – homework, coursework, revision and additional reading/study. Any student who is serious about achieving their potential in their post-16 studies will use these study periods wisely to complete work.

There are a variety of places available around the school. Principally these are the Learning Zone, the School Library or Common Room. Some faculty areas have study rooms set aside for Sixth Form students to use or, particularly in practical based subjects, staff encourage and support students to use classrooms in their departmental areas.

Using private study periods effectively needs good planning and often great determination. A concerted effort from the beginning in Year 12 will help students become independent learners. They will reap the rewards from this in the future through better progress in academic studies and improved exam results. For these reasons students in Year 12 are not permitted to leave the school site in the first few weeks of term.

Students may decide to mix some 'down-time' within private study, but this will be monitored by staff. We run a Sixth Form culture which encourages students to self-regulate.

All students will be timetabled in the Learning Zone and attendance at these supervised private study sessions is compulsory.

Changing a Subject

This is only possible within the first few weeks of Year 12 due to the difficulty in catching up on missed work in the new subject. A great deal of time is spent during Year 11 to ensure students are on the right courses, but circumstances can change and depending on the individual situation it may be possible to change. This needs to be done in negotiation with Sixth Form staff and subject teachers as soon as possible at the start of term.

Subject changes are not allowed after the end of September due to the difficulty in catching up on missed work in a new subject.



Monitoring Progress (Go4Schools)

It is important that students, parents and the School know how students are progressing in subjects and what grades they are likely to achieve at the end of each academic year.

At least once a term some form of feedback is given. This will be through an electronic progress check (Progress report on Go4Schools) or face to face contact such as a Parents' Evening. We provide this through a system known as 'Go4Schools' and we will provide more detailed information to you once the term is underway. Go4Schools enables you to log-in and view your son/daughter's academic progress in 'real time'.



Behaviour Module of Go4Schools

During the course of the academic year, subject staff may wish to register a formal concern about a student's progress or behaviour; this is done via the Go4Schools system.

Where a teacher feels there is a 'cause for concern' then a student will be informed, the parent and the pastoral team will be notified of the concern via the Go4Schools system behaviour module. Individual mentoring will then take place with the student and their Form Tutor (Mentor) and sanctions such as detentions will be set.

If numerous 'cause for concerns' are received on individual students, then staged intervention will take place by curriculum and/or pastoral teams. Targets, will be set for students and reviewed with parents. A wide range of intervention strategies are used from 'Sixth Form Reports', to loss of privileges. Ultimately a student may be asked to leave the school Sixth Form.





The Sixth Form Enrichment Programme

All Sixth Formers take part in our specially designed enrichment programme. The enrichment programme is not optional, it is compulsory and it forms an important part of Sixth Form life. Students get to choose from a range of enrichment provision, there is something for everyone making it an independent self-directed programme. At the start of the academic year, all Year 12 students will be invited to the schools' Fresher's Fayre to sample the wide range of enrichment and extra-curricular activities that take place.

Truancy

Short or long term truancy disturbs education and can only lead to poor achievement in exams and poor grades. As explained in the attendance and punctuality section above, it is not acceptable to miss lessons to catch up on late work, etc.

One reason students sometimes give for missing lessons in a particular subject is that they are finding the work difficult or have missed a major deadline. Rather than miss lessons they should talk to their subject teacher, the Subject Leader, form tutor or a member of the Sixth Form Team about concerns and normally it is possible to support students and resolve the concern.

Deadlines

Students should expect to be given homework, possibly with a greater variety of tasks. They should expect to be treated as an adult in this respect and staff will expect deadlines to be met.

As at GCE level, some A levels have an element of coursework, some subjects being assessed entirely by coursework. Staff are experienced at setting and timetabling coursework in their subject. There are internal and external deadlines for staff to meet with coursework and therefore students will be

expected to meet deadlines. Many subjects will have staged deadlines with work expected in sections. Constructive feedback is often given to students who meet internal staged deadlines which will help them improve their work. It is unfair to expect staff to give constructive feedback to work that is handed in late or incomplete. Staff need time to mark, moderate and complete administration work on coursework prior to sending it to the exam board. Therefore there is a final internal deadline for students' coursework. It may not be possible to mark coursework that is handed in late. Deadlines for coursework are published each autumn.

If a student feels that they are not going to be able to meet a deadline then they should liaise with their subject teacher before the deadline passes. Genuine reasons for work being late provided they have been discussed beforehand can often lead to a renegotiation of the deadline. Laziness or part-time employment is not a genuine reason!

It is not possible to arrange final deadlines to suit every combination of subjects that a student studies and, inevitably, some subject combinations will lead to 'pinch points' in the academic year where several heavy deadlines may come close together. Students should know this beforehand and plan their time carefully. In order to meet deadlines they may need to make some short term sacrifices, but do think in the long term as well. Eventually the work will be complete and the pressure will ease off.

BEYOND 18

One of the real strengths of the Sixth Form is our 'Beyond 18' provision; we have a dedicated programme which runs for two years and ensures that every student is given the maximum possible support over the course of the two years, regardless of whether they wish to apply to University or the world of work.



University Applications

Gaining a degree through going to university considerably increases life chances, both through increased career opportunities (there are some careers that are not possible to access unless students have a degree) and potential earning power. Coopers has a strong tradition of students leaving Year 13 and going onto university, with around 75% going each year. We have great success in getting students into Oxford, Cambridge or into courses where there is very high demand, such as medicine or veterinary science.

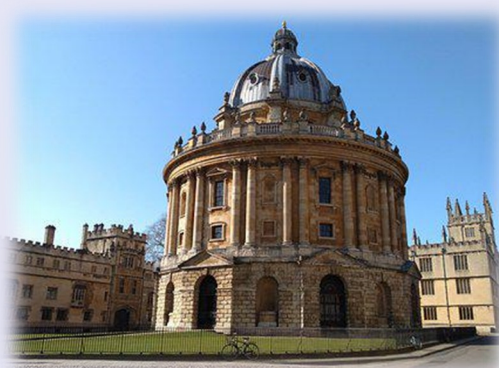
Students in the Sixth Form are carefully guided through the whole process of university/careers applications. Early on, Sixth Formers receive extensive tuition whilst also having access to an excellently stocked Careers and Higher Education library. For UCAS applications, once the student is ready, they then work closely with their tutors, Sixth Form staff, the Head of Year 13 and the Director of Sixth Form in ensuring they submit the very best university application form they can.

The process for applying begins in the spring term of Year 12 where they will be encouraged to think about applying and which courses and institutions to apply to. We offer dedicated talks to both students and parents and visits to university Open Days and Higher Education Fairs.

Applications are made online through UCAS. This is a web-based system that can be accessed at home or in school. As well as completing students' applications, the school completes a reference for them with information provided by subject teachers. The reference is written by form tutors and completed by senior staff at the school, including the addition of predicted grades.

Most institutions make offers of a place based on students' personal statements, reference and predicted grades. It is recommended that they visit as many of the institutions as possible, they could after all be spending the next three or four years of their life there and university prospectuses can give a false impression of how beautiful, green, smart or modern they are! Institutions have Open Days throughout the year, at weekends as well as during the week.

Comprehensive advice and support is available from Sixth Form staff about the application process from the beginning to the end.



UCAS

At the heart of connecting
people to higher education

Open Day Visits

Open Day visits are an important part of applying to university in helping to make the right choices. The maximum recommended number of visits during school time is three per year. Many institutions now have weekend and holiday Open Days. Students should always liaise with subject staff when planning a visit so that they are aware of any absence. Students should be sensitive to the demands of coursework and any group activities in practical subjects before planning a visit.



Career Guidance, Job Seeking & References

A first class careers guidance service is also available to any student who wishes to enter a career when leaving the Sixth Form. The aim of the School is that all students will leave well equipped for the next stage of their lives, whether it is university, a job or a 'gap year'.

Advice on job and apprenticeship seeking is available from Sixth Form staff. Each year a programme of support is offered.

Due to our extensive links with the City of London, through the Coopers' alumni association, Old Boys' network and links with the Coopers Company we have a proud tradition in supporting students with their careers aspirations.

Mrs Palmer, Head of Careers is a superb resource and more details on our careers provision can be found on our school website.

The School is always willing to provide references for full or part-time job applications. These references are normally completed by a member of Sixth Form staff. As always, it is courteous to ask for someone's permission before putting down their name as a referee. Remember we will be positive about students but equally school staff are always honest in their responses, particularly in relation to attendance and punctuality!

SIXTH FORM: GENERAL INFORMATION

Alcohol, Drugs, Vaping & Smoking

As you might expect alcohol, cigarettes, vaping materials and any form of illegal substance should not be brought on to the school site. This includes alcohol, etc. that students may plan to consume later in the day or are birthday presents, etc. Clearly being on the school site under the influence of alcohol or drugs is also not acceptable.

The disciplinary procedures involving alcohol and drugs in particular are very clear and necessarily very strict as an educational establishment. Students must not bring their educational future into question by being tempted to mix drugs and Sixth Form study.

Smoking is not allowed anywhere on the school site (conventional or vaping), either inside or outside buildings. Equally it is not seen as acceptable to smoke/vape immediately outside the school site, such as in the alley in Howard Road. We do not expect any students to be caught smoking/vaping in school uniform. Members of the public will associate young people smoking/vaping outside a school as being part of the school and such activities then reflect badly upon the school. Any student caught smoking/vaping may be suspended from school. It is important that we make this expectation clear from the start.

Assemblies

Assemblies happen once a week for Year 12 and Year 13 in the School Theatre. They are on a Tuesday morning for Year 12 and Monday morning for Year 13. Attendance is compulsory and is an essential part of time in the Sixth Form. Assemblies vary in their content and are delivered by a range of staff and may be on a particular theme or informing students of forthcoming arrangements.

Assemblies are the main vehicle through which important information is relayed to the whole year group and students miss out on this by not attending. It is not acceptable to miss an assembly for any reason. If it is imperative that a student misses an assembly then they must see a member of the Sixth Form staff before the assembly.

Assemblies start promptly at the start of morning registration (8:35am) and students are expected to move from wherever they are in the School and be seated by then.



Cars & Motorbikes on the School Site

Unfortunately due to Health and Safety policy, our commitment to student safeguarding and capacity issues it is not possible to enable students to park their own cars on the school site.

This is an issue which seems highly emotive to parents and young people alike, but there are compelling reasons for our position.

With over 450 students in the Sixth Form, we can at any one time have over 50 students who wish to park on the school site, which is simply not manageable. Students (and parents!) have managed for years without their son/daughter being able to park on a school site and so another two years should not cause significant hardship! We ban students from using the 'Common Room' facilities if they park on the school site and also remove other privileges.

If students intend to park in one of the surrounding roads, please ensure they are respectful to our neighbours.

The Common Room & Sixth Form Centre

The Common Room and Sixth Form Centre were built at a cost of £1.5m following a fundraising campaign which many donors contributed to. It is an area designated specifically for the use of Sixth Form students during the school day. The Common Room is a large open space with comfortable seating around the outside and large tables and chairs which can be used for work. Unfortunately a very small minority of students don't respect the Common Room and either leave their litter for others to clear up or disturb the work of students and staff through loud or inappropriate behaviour.

Any students not acting in accordance with our expectations will be banned from using the Common Room for a period. They must not sit on the tables or put their feet onto the seats or tables.



Complaints

If students have a concern of any kind then they should discuss this with a member of staff. Many concerns are easily resolved through discussion with the appropriate person without the need for it to escalate further. If they have a concern about a lesson, subject, piece of homework or coursework and how it is being handled or conducted then they should consider approaching the member of staff directly or the Head of Department or Faculty for that subject. If they are uncomfortable doing this or feel that this is not appropriate then they should speak to a member of the Sixth Form team. If they have any other concerns then they should speak to their form tutor or a member of the Sixth Form team.

All complaints will be taken seriously and if students are unsatisfied that it has not been dealt with appropriately or resolved then they should speak to Mr Bell.

Confirmation of Being in Post-16 Education Letters

Otherwise known as a 'gym letter' in order to gain a student discount for membership of a gym or club students will sometimes need a letter from the school confirming that they are in full-time Post-16 education. Students should see Mrs Donnellan in the Sixth Form Office.

Occasionally the Inland Revenue or other organisation requests such a letter. Please provide as much information as possible when requesting a letter from the school. Again these can be requested via Mrs Donnellan, please email directly at mndo@cooperscoborn.co.uk.

Captaincy Responsibilities / Colours & Mentors

The school has a wide variety of leadership positions which are awarded on an annual basis; these are highly prestigious positions within our school community. Full details are given in June of each academic year. The posts are as follows:

- School Captains (2 Captains, and up to 4 Vice Captains)
- Sports Captains (2 Captains, and up to 4 Vice Captains)
- Music Captains (4 positions)
- Subject Captains (2 for each of the 26 academic subjects)
- Sixth Form Captains (6 - 9 positions)
- Subject Mentors (5 - 15 awarded in each subject)
- STEM Captains (3 - 6 positions)
- Charity Captains (2 - 4 positions)
- Careers Captains (2 - 4 positions)
- Well Being Captains (2 - 4 positions)
- Diversity Captains (2 - 4 positions)

All posts are objectively appointed, following established protocols.

We also have an established academic mentoring system where we use Sixth Form students to mentor students academically in Years 7 to 11.

Sixth Form students are also awarded 'Subject Colours' which they wear on their blazer for academic achievement or consistently high levels of effort.

Driving Lessons & Tests

Driving lessons should not be arranged in school time ever. Students are in full time education and this is an unacceptable use of study time.

The School is however understanding with regards to the inflexibility of driving tests. As such, driving tests may occur at any point in the school day and therefore students may need to miss subject lessons for practice immediately before the test and for the test itself. Missing more than a few lessons is not acceptable. Once students have passed their test they must remember they cannot park on the school site.

ICT

As mentioned elsewhere, all students are provided with an e-mail account and school account for use for educational purposes. We make extensive use of 'Google Classroom' and it is highly likely that your son/daughter's teachers will use this as a vehicle to enhance teaching and learning.

Please ensure that your son/daughter checks their school e-mail on a regular basis as teachers and pastoral staff will use it to communicate with them.

The Learning Zone

This is a superb silent-study facility which is available to use from 7:45am to 5.00pm. During timetabled lessons it is fully supervised by staff to ensure that it is retained as a silent study area.

Before and after school and at break time it is not supervised, but it is critical that it is still a silent study area. This is the only place in the school that Sixth Formers can go to work silently. Any student caught talking in the Learning Zone will be dealt with in the harshest possible terms. Any collaborative work should not be taking place in the Learning Zone.

Noticeboards & Email Communication

Noticeboards in the Sixth Form Centre are regularly updated with information, particularly with regard to university Open Days. Other information is also displayed, particularly on the noticeboards around the main entrance. It is important that students check them on a regular basis.

There is a dedicated student noticeboard in the Common Room for students to use as they see fit; this is for students to display upcoming social activities and to advertise any books etc. they may be looking to sell.

We will also make extensive use of e-mail along with Google Classroom and we have whole-year distribution lists set up and can often send 5-10 e-mails a week, please make sure you son/daughter regularly checks their school e-mail/Google Classroom.



Part-Time Employment

The vast majority of students have some form of part-time employment during their time in the Sixth Form and to some extent this is to be encouraged. A welcome contrast to academic study, it helps in developing personal skills as well as providing some spending money.

Research several years ago studied the number of hours worked against academic progress and it concluded the suggested maximum number of hours is 10 per week. Any greater number of hours than this began statistically to reduce academic achievement. Finding the right balance between academic study, family commitments, part-time work, sport, hobbies, socialising and relaxing is important in reducing stress and enjoying your time in the Sixth Form.

Students must not be bullied by their employer into doing more hours than they wish to do, but they should be watchful of what their contract says. Many employers are good employers but on occasion students have felt pressurised into doing more hours, particularly approaching Christmas or during study leave.

Personal Relationships

Please remind your son/daughter that the desire or love they may hold for another student in the school is a personal one and something we don't necessarily wish them to share with us. A quick hug or kiss on the cheek is fine, but other forms of affection in a public place are not acceptable.

Staff can recognise the difference between a friendly hug between friends and acts of affection in public that may cause offence to others. Such actions may not cause offence to everyone, but nevertheless to some it is not a desirable thing to have to witness and is seen as inappropriate in a public place. This includes sitting on each other in the Common Room or other areas of the school, kissing, leaning and holding each other whilst standing up or against a wall. Such behaviour is not a good example to set to other students and guests to the school won't wish to see it either.

PSHE Programme

During the course of the academic year, important PSHE provision takes place. Like many other aspects of Sixth Form life, these are absolutely critical components of education at the school and attendance at them is compulsory. The sessions in Year 12 and Year 13 are specifically tailored for our students and can range from 'Beyond 18' advice, to critical sex-education. If your son/daughter is under the age of 18, then in line with statutory duties they have the option to withdraw themselves from the 'Relationship and Sex Education' section (only) of PSHE, this is usually done on the basis of faith/religion. If this is the case they should speak to the Director of Sixth Form.



Plagiarism

Plagiarism is the passing off by a person, in part or whole, of another person's work as their own without acknowledging the source. It is acceptable to quote other peoples work in work or use a diagram, providing it is not expected that the work will be entirely the student's own and that they acknowledge the source. Copying large portions of text (particularly from the internet) into work is clearly plagiarism.

Staff are very skilled at spotting work which is not a student's own, and it is often relatively straight-forward to prove it. Plagiarism is taken very seriously by the exam boards and the penalties can be severe.

Sixth Form Behaviour Policy

The Sixth Form Behaviour Policy sets out the expectations placed upon the student, parent or carer and the school whilst they are in the Sixth Form at Coopers. All students and parents or carers are expected to sign the Policy at the start of term in September. The Policy doesn't contain any great surprises. The expectations it contains are all the normal things one might expect to find concerning work, deadlines, behaviour and attendance. A copy of the Policy is in this handbook, you will also be asked to sign a copy in the online Agreement Booklet that will be provided after GCSE Result's Day.



ICT: ACCEPTABLE USE POLICY

Each student at this School is offered individual access to the resources of the Internet and to associated e-mail facilities.

Before being allowed to use the individual access facility, students must obtain parental permission, and both the student and the parent must sign the online Agreement Booklet, as evidence of your approval and acceptance of the School's "Rules for Internet Use". The rules listed below are available for students to view each time they log on.



As a School, we are happy that the internet provides a wealth of educational opportunities and that, if used responsibly, will prove to be an invaluable tool. We are confident that our students, with the support of their parents, will acknowledge this responsibility and will make full use of the resource.

Please read the following rules, both student and parent should sign the policy within the on-line Agreement Booklet as evidence of your approval and acceptance of the rules.

Rules for ICT Use

Keep your password secret....

The security of the network is based on making every user accountable for his/her own area. You are responsible for any action taken using your log-in name and password. Do not let friends use your area, and be careful not to be overlooked when logging in.

Do not access any unsuitable sites....

There are many sites that are classified as unsuitable. Our filtering software will restrict access to most of these sites, but do not attempt to access non-educational games sites, obscene, offensive, racist or illegal sites, chat rooms, non-school e-mail sites, instant messaging systems. If you are not sure whether a site is suitable or not, then ask an IT teacher.

Do not misuse the e-mail facility....

Do not send any e-mails that may cause offence, either internally or externally. Do not use swear words or make racist or other offensive comments. Do not use the e-mail to verbally bully or insult. As with any other form of communication, have polite consideration for your audience at all times. Note: this is not designed to be a private e-mail system. This is a school system and its use should be primarily for educational purposes.

Use the Internet for educational purposes only....

The system is designed for use as an educational tool, not to book your holiday or to download new ring tones or to play games. No non-educational downloading should take place.

Users are reminded that the use of these facilities is a privilege that can be removed at any time. They are also reminded that all Internet accesses are logged by User ID, time and location, and that we have installed monitoring software to view any screen remotely. Also any e-mail sent from School can be traced back to the sender's area. If you accidentally access an undesirable site, it is important that you log out and that you inform a member of the IT staff immediately.

SCHOOL UNIFORM POLICY: SIXTH FORM SEPTEMBER 2025

The school has a strict policy on school uniform. This policy should be read in conjunction with the school's Behaviour Policy, as disciplinary sanctions may be imposed for breach. To ensure consistency of presentation, we recommend that key articles of school uniform should be purchased from the school recommended stockist.

The school's compulsory blazer, tie and house badge must be purchased as directed by the school, but the school has deliberately limited the number of items which require purchasing from a single supplier, to reduce costs and increase affordability for parents in line with the latest statutory guidance. Please note the school also has an extensive selection of 2nd hand uniform items and we are also able to offer discretionary financial support to any families in need. Please contact the School Office for more information.

Almost all other items on our uniform policy may be purchased from other suppliers, at a cheaper cost, but must conform to the policy set out below. **We therefore STRONGLY RECOMMEND that items such as the skirt are bought from the provider to avoid possible non-compliance with the school policy.**

Please note that labels clearly stating the student's full name should be sewn into each item.

The school uniform can now be ordered online from:

SCHOOL UNIFORM	PE KIT
Stevensons Tel: 01727 815700 Email: customerservices@stevensons.co.uk Website: www.stevensons.co.uk	CP Leisurewear Tel: 07732 404550 Email: samantha.menear@icloud.com Website: www.cpleisurewear.com

It is important to note that neither providers offer retail outlets, but we hope to introduce uniform selling events in school. Our PFA also hold second hand uniform sales in school and details of these will be sent home when they are arranged.

When ordering items of the school uniform through Stevensons, all parents/carers need to initially set up an online account. This is quick and easy to do:

- Go to: <https://www.stevensons.co.uk/>
- Click on 'account' in the top right-hand corner of the screen
- Then click on 'register'
- Once you have initially registered, you will be able to use the site, by simply clicking 'log in'
- Should you need any support/assistance with this process, Stevensons have produced a short video you can watch by [clicking here](#)

INFORMATION FROM THE MUSIC DEPARTMENT

Instrumental Tuition

We are able to offer a wide range of instrumental tuition for your child on a one to one basis. Music tuition is agreed with instrumental teachers based at the school, and parents form a contract with individual teachers.

Below is a link with more information:

[Instrumental Tuition Information](#)

It is expected that all pupils who play an instrument when they start at the School should join at least one of the following: Orchestra / Band / Ensemble / Choir.

Charges, Conditions and General Information

Tuition fees

On receipt of your application we will appoint a specialist teacher for your choice of instrument and you will receive an invoice. All payment details will be on your invoice which will be emailed to you at the start of each term. Please ensure that your child has an instrument (or has arranged to hire one) before lessons commence.

Instruments must be taken home for practice. Please do not rely on the child practising at school. If progress is to be made, practice should be regular, preferably daily.

Labelling of Instruments

Instruments must be labelled inside and outside the cases, with the owner's name and address and the name of the School. The label should also indicate whether the instrument belongs to the School or is privately owned e.g. "School Property" or "Own Property".

Security of Instruments

Instruments should not be left in School overnight. Instruments left in School are left at the owner's risk.

Insurance

Parents are responsible for insuring instruments used by their child, including school instruments. Please ensure that you make a note of the serial number of your child's instrument in case of loss.



THE COOPERS' COMPANY AND COBORN SCHOOL

TERM AND HOLIDAY DATES FOR 2025-26

AUTUMN TERM 2025	First Day of Term for staff only (CPD) CPD Day (School Closed to Students) Year 7 and 12 Commence School Whole School Returns	Monday 1 st September 2025 Tuesday 2 nd September 2025 Wednesday 3 rd September 2025 Thursday 4 th September 2025
	Half Term	Monday 20 th October 2025 – Friday 31 st October 2025
	Last Day of Term (school closing early)	Friday 19 th December 2025
	CHRISTMAS HOLIDAYS	Monday 22 nd December 2025 – Friday 2 nd January 2026
SPRING TERM 2026	First Day of Term	Monday 5 th January 2026
	Half Term	Monday 16 th February 2026 – Friday 20 th February 2026
	Last Day of Term (school closing early)	Thursday 26 th March 2026 (Friday 27 th March is a CPD Day)
	EASTER HOLIDAYS	Monday 30 th March 2026 – Friday 10 th April 2026
SUMMER TERM 2026	First Day of Term	Monday 13 th April 2026
	Half Term	Monday 25 th May 2026 – Friday 29 th May 2026
	Last Day of Term (school closing early)	Friday 17 th July 2026 (Monday 20 th July is a CPD Day)
CPD dates i.e. School Closed to Students	Monday 1 st September 2025 (CPD in school – closed to students) Tuesday 2 nd September 2025 (CPD in school – closed to students) Friday 28 th November 2025 (CPD in school – closed to students) Friday 27 th March 2026 (CPD in school – closed to students) Monday 20 th July 2026 (School Closed)	
Bank Holidays	Thursday 25 th December 2025 Friday 26 th December 2025 Thursday 1 st January 2026 Friday 3 rd April 2026 Monday 6 th April 2026 Monday 4 th May 2026 Monday 25 th May 2026	

Please note these dates could be subject to change



THE COOPERS' COMPANY
AND COBORN SCHOOL

Love as Brethren

THE SCHOOL DAY

<i>Registration/Tutor Time/Assembly: 8.35 am – 8.55 am</i>
Lesson 1 : 9.00 am – 10.00 am
Lesson 2 : 10.00 am – 11.00 am
<i>Break: 11.00am – 11.15 am</i>
Lesson 3 : 11.15 am – 12.15 pm
Lesson 4 : 12.15 pm – 1.15 pm
<i>Lunch: 1.15pm – 2.15 pm</i>

LESSON 6:

Please note on a Wednesday an additional lesson takes place 3.15pm—4.15pm

SIXTH FORM BEHAVIOUR POLICY CONTRACT

For Sixth Form students, the expectations are higher than for other students to reflect their status as young adults and as role-models. They will be treated more severely than other students (for example, for being persistently late).

As a Student at the Coopers' Company & Coborn School Sixth Form, I will...

- Adhere to the Coopers' Coborn Charter to ensure the school can be a positive and safe environment, where effective learning takes place. Bring resources to lessons as necessary .
- Provide a positive role model for younger students.
- Keep paid work to a maximum of * hours a week and never during school time.
- Manage my social life and other commitments so that they don't impede on my studies.
- Abide by the Sixth Form uniform policy; in particular I understand the hair appearance code.
- Agree to adhere to the mobile phone and headphone policy. ie. The school is a mobile free headphone free site.
- Follow the ICT User Agreement at the school.
- Not act in such a way so that I might bring the reputation of the school into disrepute.
- Not park my car/moped on the school site, unless I have an authorised parking permit.
- Strive to achieve the highest academic standards of which I am capable.
- Recognise that study in the Sixth Form is a full-time occupation.
- Attend all lessons, Learning Zone slots, assemblies and registration periods.
- Regularly attend school registration, on time at 8.35 each morning, with an attendance rate to registration of at least 90%.
- Actively attend all Enrichment pm sessions.
- Complete a minimum of 3 A Levels for two years.
- Respect the school site, especially the Common Room and agree to respect the silence of the Learning Zone. I will not invite members of the public onto the school site.
- Ensure work set for cancelled lessons is completed.
- Follow agreed procedures to report any absence.
- Meet homework and coursework deadlines.
- Return all school issued equipment at the end of the course.
- Use study periods productively, take responsibility for my own learning.

Misbehaviour in the Sixth Form is considered to be a persistent breach of any of the above points. In particular, please note that poor attendance, lateness, or submitting work of poor effort are considered disciplinary breaches of the School Behaviour Policy.

Signed by the school:



Mr R Bell
Deputy Head & Director of Sixth Form

As a student in the Sixth Form I will comply with the Sixth Form Behaviour Policy Contract. I understand that non-compliance with the agreement will result in sanctions being put in place which may result in my permanent exclusion from the Sixth Form.

Student's Name: Signature:..... Date:...../...../.....