



Coopersale Hall School

Flux's Lane, Epping
Essex CM16 7PE

Tel: 01992 577133
Fax: 01992 571544

HEADMISTRESS

MISS KAYE LOVEJOY CERT.ED., B.ED. (HONS)

E-mail: info@coopersalehallschool.co.uk
Website: www.coopersalehallschool.co.uk

2 September 2015

Dear Parents

I hope that you had a very enjoyable summer break with your families. I am looking forward to seeing all the pupils as they return to Coopersale Hall this week, or start with us for the very first time. Coopersale Hall prides itself on being a warm and friendly environment, so please do not hesitate to speak to any member of staff if you have any concerns or queries, we are here to help you and your child's school experience to be a rewarding and pleasurable one.

A warm welcome to our new members of staff – Miss Grace Plampton is our new Office Manager. Miss Florence Hill will be assisting in Breakfast and Tea Time Clubs, Mrs Louise Khatibi will be a Year 3 Teaching Assistant alongside Mrs Eileen McManus. Mrs Faye Soosai will be joining Mrs Bashorun in the Languages department and will be teaching Years 5 and 6. Mrs Irene Howard will be Year 5 class teacher. Mrs Sootiera Hadjapanai will be our new Singing teacher as Miss Penny Manser left to pursue her professional engagement interests further.

During the summer our maintenance team have been hard at work refreshing many parts of the school buildings. A new Year 4 classroom has been created, adjacent to Year 4 Leeks on the ground floor in the cottage; Year 1 classrooms and the main entrance hallway have been repainted. Year 1 have a newly fenced outdoor learning space opposite their classrooms. The hall floor has been stripped and re-varnished. The Tea Time toilets have also been refurbished.

Over the summer break many of our pupils made use of the very well attended holiday activity courses held at Coopersale Hall and Oaklands. These included Multi-sports, Drama and Early Years' activities. The courses were very well received and we will be continuing our provision next Easter and Summer. We will write with more details nearer the time, but in the meantime do let us know if you have any specific requests that we may be able to accommodate.

Reminders

Arrival: As you know children can attend Breakfast Club from 7.30am, otherwise children should be at school by 8.45am. Any child arriving after this time should be taken to the office and signed in. The office will notify the class teacher. From 8.35am Years 3 to 6 pupils may make their own way to the playground prior to registration. Children in Kindergarten to Year 2 should be escorted by an adult to their classrooms.

Absence: Parents are asked to notify the office of any absence either by telephoning, via the portal or via email by 9am. Please note that children in Transition to Year 6 are of compulsory school age and the law in England and Wales states that schools are only allowed to permit term time holidays in exceptional circumstances. Requests for absences must be made on the appropriate forms available from the office.

I know how difficult it is to get dentist/doctor appointments, but please do try to book these out of school time wherever possible to minimise disruption to your child's education.

Breakfast and Teatime Clubs: Teatime Club runs from 3pm to 6pm for children aged 3 years and above. Both Breakfast and Teatime Clubs are run by school staff and the children are given food and suitable activities. Please contact the office if you wish to use either Breakfast and/or Teatime Club facilities.

Supervision: When you have collected your children at the end of the day, and in particular the younger children, please do not allow them to access the adventure playground, climb the fences or run into the car parks.

Car Parks: Please reduce your speed when approaching the school on our driveway and drive carefully in our car parks. We have seen some cars drive far too fast with young children walking nearby – assume that children and adults will be around you. Our maintenance team helps with parking – please take note of their directions. If you are using the “Drop Off” lane, please do so as swiftly as possible to avoid causing congestion. Never let your children wander around the car parks unsupervised.

Uniform: Summer uniform may be worn until the October half term when we change into winter uniform until the February half term. Please ensure that all items are clearly named. Please check the uniform list on our website if you need further details.

Extra-Curricular Activities: All clubs begin from Monday 8 September. We have an extensive programme of clubs and activities, many of which take place after school. Please contact the office if you need further details regarding availability. A complete list of activities may be found on the website.

Homework Club: we are offering a new Homework Club on Mondays, Tuesdays and Thursdays from 3.30pm to 4.00pm for Year 2, and from 3.30pm to 4.30pm for pupils in Years 3 to 6. This will be staffed by teachers who will supervise the children’s set homework. The fee for this facility will be £2.50 for 30 minutes or £5.00 for one hour.

Parents’ Association: The Friends of Coopersale Hall School work extremely hard to organise events and to enhance the children’s experiences in school. If you would like to join the team then please contact the Chair, Mrs Lisa Sharp, via the office. We will be grateful for as much support as possible. FoCHS are running their Ice Cream Fridays starting Friday, 11 September, so don’t forget to bring a pound and enjoy a treat at the end of the week.

Home/School Links

Parent/School Communication: We value the excellent range of communication links we have between school and home. As well as the day-to-day informal conversations between you and your child’s keyworker/teacher, I am happy to chat and meet with you informally or formally. We encourage parents to make use of our email facility – please see the staff list on our website for the links. We will text you via our ‘Groupcall’ texting facility and we tweet news highlights several times each week!

Parent Portals: The office will contact new parents this week with information about how to access the Parent Portals. The email will contain your username and password details. Please email support@oaktreeschools.co.uk if you need any assistance and our team will be happy to help. Your Parent Portal will contain much information, including your child’s class booklet, timetable and Autumn Term overview. Please check your portal regularly as this is an important form of our parent/school communication. You should receive an email when new information has been uploaded.

Website and App: Don’t forget that you can access much information from our website that is updated regularly as well as our most informative app.

Contact Details and Medical Information: Please let us know as soon as possible if any of your contact details have changed over the summer. This includes your address, telephone numbers, emergency contact details, any changes to your child’s health or any other changes of which we should be aware. You can check the information we hold on you Parent Portal. The office will be contacting you shortly to confirm these details.

Reports: We send written reports to parents from the end of the Autumn Term to half term in the Spring Term. The parent consultation evenings will be held in November so that parents and teachers can discuss the children’s progress. A written end of year report will be issued in July as usual. Reports will be uploaded to your Parent Portal when due.

Open Morning: We are holding an Open Morning for prospective and current parents from 9.15am on Friday 9 October. This is a good opportunity to view the school at work and refresh your memories of areas of the school with which you may be less familiar. Please let the office know if you would like to come along.

Parents' Evenings: These will be held on Tuesday 17 and 25 November. Further details will follow.

Forthcoming Events

By now you will have received a letter from Mr Hagger sharing the exciting news that a fourth school now joins The Oak-Tree Group. Braeside School becomes part of the family and there will be a number of opportunities for our pupils to work collaboratively across the schools, as we do with Oaklands and Normanhurst Schools currently.

I am looking forward to another exciting and productive year. As always if you have any concerns or questions you wish to discuss, please contact your child's class teacher or telephone/email the school office to arrange an appointment. Alternatively, you can contact all teachers and myself via our email and portal links.

With kind regards

Yours sincerely



Kaye Lovejoy
Headmistress



OAK-TREE SCHOOLS is the group name of:

BRAESIDE SCHOOL, BUCKHURST HILL • COOPERSALE HALL SCHOOL, EPPING • NORMANHURST SCHOOL, NORTH CHINGFORD • OAKLANDS SCHOOL, LOUGHTON

HEAD OFFICE ADDRESS: 6-8 ALBION HILL, LOUGHTON, ESSEX IG10 4RA

GROUP MANAGING PRINCIPAL: MR MATTHEW HAGGER B.A. (HONS), M.ED., PGCE PRINCIPALS: MR NICHOLAS HAGGER M.A. (OXON), MRS ANN HAGGER CERT. ED.

Coopersale Hall School is the trading name of Coopersale Hall School Ltd; registered in England at 6 Albion Hill, Loughton, Essex IG10 4RA; company number 3524644

