



Coopersale Hall School

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HEADMISTRESS

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September 2016

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 – Mrs Paula Frances, class teacher 2F and Mrs Catherine Burgess, class teacher 1B. Mrs Sammantha Mannock, whom many of you will know, will be the Teaching Assistant in class 2F. We also welcome Mrs Rosmin Pradhan who will be working in Year 3 and Mrs Sandra Tarallo as a lunchtime assistant.

During the summer building work has continued on our new kitchen with a dedicated servery area that will transform our lunch service for the children in terms of queuing for food, the release of space in the hall and serving logistics for our kitchen team. In addition, we now have a large hall storage area in which to keep the majority of the gym equipment, which again releases space in the hall. The younger boys' and girls' toilets have all been renovated, reshaped and renewed to provide better facilities. There is an additional toilet for our older boys, and the toilet opposite the kitchen entrance will become a girls' toilet.

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. Any child arriving before 8.30am should be taken to Breakfast Club for supervision, 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.

Sickness/Diarrhoea: Please note that children MUST be kept at home for a full 48 hours following any sickness or diarrhoea. This is to prevent the rapid and inevitable spread of infection and to allow them time to recover. If a child is sick or has a bout of diarrhoea they will be sent home

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 with due care and attention in our car parks due to young children walking nearby – please assume that children and adults will be around you. Our maintenance team (wearing high visibility jackets) help 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.

Hot Drinks: Hot drinks are not permitted in the school buildings such as the main hall.

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 12 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.

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

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

Open Morning: We are holding an Open Morning for prospective and current parents from 9.15am on Tuesday 4 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.

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.

FORTHCOMING EVENTS

Friday 9 September	Yoga Club starts – 7.45am-8.30am Piano Lessons start (During school hours)
Monday 12 September	Golf Club starts – 3.30pm-5pm Gym Club starts – 3.30pm-4.45pm Science Club Year 1 starts – 3.30pm-4.30pm Singing Lessons start (During school hours)
Tuesday 13 September	Chess Club starts – 3.30pm-4.15pm Football Club starts – 3.40pm-4.40pm Science Club Year 2 starts – 3.15pm-4.15pm Speech & Drama starts (During school hours) Violin Lessons start (Wednesdays thereafter – during school hours) Drama Club starts – 3.15pm-4.15pm
Wednesday 14 September	Art Club starts – 3.30pm-4.40pm Creative Writing starts – 3.30pm-4.15pm – 4.15pm-5.00pm Karate Club starts – 3.00pm-3.45pm – 3.50pm-4.50pm Music Lessons with Paul Bartels starts – (During school hours) Spanish Club starts – 3.30pm-4.00pm – 4.00pm-4.30pm Tennis Club with David Watson starts – 3.15pm-4.15pm
Thursday 15 September	Swimming starts – Years 3 & 4 – AM Fencing Club starts – 3.10pm-4.00pm – 4.10pm-5.00pm Multi Sports starts - 3.10pm-4.10pm Speech & Drama starts (During school hours) Year 4 Trip to Epping Forest Museum – 12.30pm-3.45pm
Friday 16 September	Art Club starts – 3.30pm-4.40pm Drama Club starts – 3.15pm-4.15pm – 4.15pm-5.15pm Tennis Club with David Watson starts – 3.15pm-4.15pm
Saturday 17 September	Chigwell Netball Tournament – 8.30am-1pm ISA Junior Gundog Challenge – Midland Game Fair
Tuesday 20 September	NSPCC Assembly – 9.00am
Thursday 22 September	Swimming Years 3 & 4 – AM Year 3 Overnight Camp at Oaklands School Year 5 Parent Meeting - Re: Senior Schools – 9.00am-10.00am
Friday 23 September	Year 3 Camp at Oaklands School
Monday 26 September	Jewish New Year Assembly – 9.00am
Thursday 29 September	Swimming Years 3 & 4 – AM Early Years Parent Workshop – 9.00am-10.30am Oak-Tree Spelling Bee Claybury Cross Country League – 3.30pm-5.30pm

Friday 30 September	Harlow Outdoor Pursuits – Years 5 & 6 – AM/PM
Monday 3 October	PIRA/PUMA Tests – All Week – Year 1 – Year 6
Tuesday 4 October	OPEN DAY – 9.15am-11.30am
Wednesday 5 October	Harvest Festival Assembly – 9.00am
Thursday 6 October	Swimming Years 3 & 4 – AM Claybury Cross Country League – 3.30pm-5.30pm
Friday 7 October	NSPCC Thank You Assembly – 9.00am
Thursday 13 October	Swimming Years 3 & 4 – AM Year 6 Visit to St. Edmunds – Taster Morning Claybury Cross Country League – 3.30pm-5.30pm
Friday 14 October	NO YOGA TODAY Forest School Netball Tournament – 11.30am-3.30pm
Thursday 20 October	Swimming Years 3 & 4 – AM House Cross Country – Years 2 – 6 – 1.45pm start
Thursday 21 October	Year 4 Leeks Class Assembly followed by Coffee with Miss Lovejoy – 9am

Monday 24 October – Friday 4 November – Half Term Holidays

With kind regards

Yours sincerely



Kaye Lovejoy
Headmistress

