

Coopersale Hall School

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HEADMISTRESS

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

September 2017

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 Lucy Crick joins us from Purfleet Academy and will be teaching Year 2. We also have a new Lunchtime Assistant, Mrs Sarah Pask.

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.

Our Maintenance Team have also been hard at work putting in new carpet on the stairs and corridors of the house. You will notice that the terrace outside the Early Years' classrooms has a new safety surface and many areas of school have been painted. We have been reviewing our security and we shall be installing new external doors and keypads in certain areas, with new fencing to follow over the half term break to enhance the safety of the site.

As a school community, we encourage tolerance, generosity of spirit and kindness, qualities that will help our young people make a positive difference in the world. This term we are supporting Mercy Ships, a charity that runs a floating hospital with five state-of-the-art operating theatres, sailing directly to some of the world's poorest people to deliver life-saving medical care and provide safe, state-of-the-art facilities in which to treat them.

Another of the ways that we will be making the future brighter is by helping to build a United World School in Cambodia. Along with forty other ISA schools including our fellow Oak-Tree Schools, Coopersale Hall has pledged to raise funds to set up the first school in the remote community of Pong Tek which will have a transformational impact on the whole community.

We are delighted to be involved in this initiative and thank our pupils and families in advance for their support in the coming year to reach our pledge amount of £500.

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 Wednesday 6 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, 8 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 Tuesday 3 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 14 and Thursday 16 November. Further details will follow.

COMMUNICATION AND CONCERNS

We have an open door policy and take pride in our excellent communication with parents. We take seriously any concerns that you may raise, which are normally resolved informally through constructive discussions. You might be interested to know that last academic year we received three official complaints, which all reached positive conclusions. Your suggestions and comments are always welcome, and we do appreciate the chance to work with you for the benefit of the children.

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

Wednesday 6 Sept	Tennis Club with Mr Robinson starts 3.30pm-4.30pm
Thursday 7 Sept	Fencing starts – 3.10pm-4.00pm & 4.10pm-5.00pm Violin lessons start – during school hours
Friday 8 Sept	Yoga starts – 7.45am-8.30am

Monday 11 Sept	<p>Golf Lessons start – 3.30pm-5.00pm – last one Monday 16th October Gym starts – 3.30pm-4.45pm Rainbows starts – 3.15pm-4.15pm Science club starts (Year 1) – 3.15pm-4.15pm Sparks club starts – 8.25am-8.45am Singing lessons start – during school hours Dance club starts - lunchtime Puzzle club starts – 12.30pm-1.15pm</p>
Tuesday 12 Sept	<p>Chess club starts – 3.30pm-4.15pm Football club starts – 3.30pm-4.30pm Science club starts (Year 2) – 3.15pm-4.15pm Sparks club starts – 8.25am-8.45am Speech & Drama starts – during school hours Netball starts 3.30pm-4.30pm</p>
Wednesday 13 Sept	<p>Art Club starts – 3.30pm-4.40pm Creative Writing starts – 3.30pm-4.15pm & 4.15pm-5.00pm Karate starts – 3.00pm-3.45pm & 3.50pm-4.50pm Music Lessons with Paul Bartels start – during school hours Spanish Lessons start – 3.30pm-4.00pm & 4.00pm-4.30pm Sparks club starts – 8.25am-8.45am Tennis Club with Mr Watson & Mrs Cambridge starts – 3.15pm-4.15pm</p>
Thursday 14 Sept	<p>Swimming Lessons start for Years 3 & 4 @ Ongar Pool - am through to 30th November Science Club starts – Year 3 – Mrs Carter – 3.30pm-4.30pm Piano Lessons start – during school hours Speech & Drama starts – during school hours Multi Sports starts 3.10pm-4.10pm</p>
Friday 15 Sept	<p>Art Club starts – 3.30pm-4.40pm Nifty Fingers starts – 8.25am-8.45am Piano Lessons start – during school hours Tennis Club with Mr Watson & Mrs Cambridge starts – 3.15pm-4.15pm</p>
Tuesday 19 Sept	<p>Violin Lessons today Out of the Box starts – 3.15pm-4.15pm</p>
Wednesday 20 Sept	<p>Year 4 Visit to Epping Forest District Museum – 9.00am-1pm</p>
Thursday 21 Sept	<p>Year 3 Overnight Camp @ Oaklands School</p>
Friday 22 Sept	<p>NO YOGA TODAY Year 3 Camp @ Oaklands School</p>
Tuesday 26 Sept	<p>Year 5 Parents Meeting – Choosing a Senior School – 9am-10am</p>
Thursday 28 Sept	<p>Cross Country League Races – By Invitation Only – from Years 5 & 6 – 3.30pm-5.30pm</p>
Friday 29 Sept	<p>NO YOGA TODAY</p>
Monday 2 Oct	<p>School Photos being taken – Individual & Family - Whole School – AM</p>
Tuesday 3 Oct	<p>Open Morning – 9.15am-11.30am</p>
Wednesday 4 Oct	<p>Harvest Festival for Years 1 – Years 6 – 9am Harvest Festival for Early Years - 2pm</p>

Monday 9 Oct PIRA/PUMA Test Week – Years 1 – 6

Wednesday 11 Oct Flu Vaccinations – Transition to Year 6 - Details to follow

Thursday 12 Oct Cross Country League Races – By Invitation Only – from Years 5 & 6 – 3.30pm-5.30pm

Monday 16 Oct Golf - Last one of the term
PIRA/PUMA Test Week – Years 1 – 6

Thursday 19 Oct House Cross Country Races – Years 2 – 6 – 1.45pm-3.00pm

Friday 20 Oct French Day Trip – Year 4

HALF TERM HOLIDAYS MONDAY 23 OCTOBER TO FRIDAY 3 NOVEMBER

With kind regards

Yours sincerely



Kaye Lovejoy
Headmistress

