

# Coopersale Hall School

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## HEADMISTRESS

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

September 2018

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. New pupils joining us from Reception to Year 6 will have a 'buddy' to help them settle in and the class teachers are always available every afternoon for a brief chat when they bring the children out to meet you. Please do not hesitate to email or 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 member of staff. Miss Charlotte Gowland from Cuckoo Hall Academy, Edmonton is our new Head of Early Years Reception teacher.

Our Maintenance Team have also been hard at work putting in new carpet on the stairs and corridors of the cottage and creating an Art Room above the Studio, as well as lots of general painting throughout the site.

## HOLIDAY ACTIVITIES

Over the summer break many of our pupils have made use of the holiday activity courses held at Coopersale Hall and at Braeside. These included Multi-sports, Drama and Early Years activities. The courses were very well attended and the pupils had great fun! The Oak-Tree Group will be continuing their provision next Easter and Summer and will write with more details nearer the time.

## THE OAK-TREE CHALLENGE AWARD

We will be introducing the Oak-Tree Challenge Award across the group this year. The award will have Bronze, Silver and Gold levels, with a range of challenges to be completed and verified before the award is presented at the end of the academic year. The junior award is for Years 4 -6.

The award reflects the approach of schemes like the Duke of Edinburgh's Award scheme. We will be writing to parents shortly with more details about how the award will be launched and we will be talking to the pupils in assembly.

## 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 Reception 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.

### **ABSENCE FROM PE/GAMES LESSONS**

If your child is in school but unable to participate in their PE or Games lesson, please send them into school with a note for the PE staff explaining the reason. Please also ensure that they have their PE kit with them because they need to wear it and go to the PE lesson with the rest of the class, even though they will not participate.

### **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. A separate Tea Time Club is run for children in the Early Years in one of their classrooms from 3pm to 5pm after which the children join the main Tea Time Club.

### **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**

Most clubs begin from Monday 10 September. Although Tennis with Mr Robinson starts on Wednesday 5 September and Tennis with Mr Watson and Mrs Cambridge starts Friday 7 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, 7 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 has contacted new parents last 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](mailto: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. 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 9.00am on Tuesday 2 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 13 and Thursday 15 November. Further details will follow.

## DROP-IN SESSIONS FOR PARENTS

Miss Leeks will be holding drop-in sessions for parents on the following dates between 3:45 and 5:45 p.m.

Friday 28 September

Friday 19 October

Friday 16 November

This is an opportunity for you to meet with our Deputy Head to discuss any aspects of school life at Coopersale Hall. Please collect an appointment slip from outside the office and return to any member of the office staff when completed.

There is also a Drop-In morning for parents of all children from Reception to Year 6 on Thursday 18 October between 8am-8.30am to view their child's work.

## COFFEE MORNINGS AND CLASS ASSEMBLIES

Once again, Mr Hagger and I will be meeting with parents informally year group by year group from the week after the October half term to discuss all aspects of school life. The dates will be on the website.

Parents are welcome to join us for our Class Assemblies, which start at 8.50am and will be followed by coffee with Miss Lovejoy. Please find the dates for the Class Assemblies below.

Friday 5 October	Year 4 Leeks
Friday 12 October	Year 2 Daly
Friday 19 October	Reception Gowland
Friday 18 January	Year 5 Howard
Friday 25 January	Year 3 Graves
Thursday 31 January	Year 4 Lane
Friday 8 February	Year 3 Davis
Friday 15 February	Year 6 Daines
Friday 8 March	Year 1 Burgess
Friday 15 March	Year 1 Biddle
Friday 22 March	Reception Rooks
Friday 10 May	Year 2 Crick
Friday 24 May	Year 1 Allen

## 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 5 SEPTEMBER 2018 BACK TO SCHOOL – FIRST DAY OF AUTUMN TERM

Wednesday 5 September	Tennis starts with Mr Robinson
Friday 7 September	Tennis starts with David Watson/Joy Cambridge
Monday 10 September	Dance club starts Gym club starts Science club year 1 starts Singing lessons start Sparks club starts Golf starts School Council Meeting – 8.50am
Tuesday 11 September	Chess club starts Football club with Steve Grenfell starts Speech & Drama starts Science club year 2 starts Sparks club starts Violin lessons start Out of the Box starts Netball starts
Wednesday 12 September	Spanish club starts Creative Writing starts Tennis starts with David Watson/Joy Cambridge Art club starts Karate club starts Guitar lessons with Paul Bartels start Sparks club starts Out of the Box starts
Thursday 13 September	Fencing starts Multi Sports starts Speech & Drama starts Piano lessons start Science club with Mrs Carter starts for year 3 Swimming starts for Years 3 & 4
Friday 14 September	Art club starts Nifty Fingers starts Piano lessons starts Street Dance starts Yoga starts Whole School Photograph being taken – 9.30am

Monday 17 September	Golf on Able & Gifted Workshop for parents with children in KS1 & KS2 9am Rainbows start
Thursday 20 September	Year 3 Camp at Oakland's School
Friday 21 September	Year 3 Camp at Oakland's School
Monday 24 September	Golf on Ancient Egyptian Workshop – Year 3
Tuesday 25 September	Harvest Festival for Years 1 – 6 – 9am Harvest Festival for Early Years – 2pm
Wednesday 26 September	Year 5 Parents Meeting – Senior Schools
Thursday 27 September	Claybury Cross Country League – By Invitation – 4.30pm start
Friday 28 September	Harlow Outdoor Pursuits Trip for Years 5 & 6 Drop-In Session with Miss Leeks – 3.45pm-5.45pm
Monday 1 October	Individual Photographs being taken – am Golf on No year 1 Science club
Tuesday 2 October	Open Morning – 9am-11.30am No year 2 Science club
Thursday 4 October	Claybury Cross Country League – By Invitation – 4.30pm start
Friday 5 October	Year 4 Leeks Class Assembly - Followed by coffee with Miss Lovejoy - Parents Welcome - 8.50am
Monday 8 October	PIRA/PUMA Tests this week for Years 1 - 6 Golf on Science club for year 1 on
Tuesday 9 October	Science club for year 2 on U11 Girls Football Festival – By Invitation – in Ascot – 11am start
Thursday 11 October	Claybury Cross Country League – By Invitation – 4.30pm start
Friday 12 October	Year 2 Daly Class Assembly - Followed by coffee with Miss Lovejoy - Parents Welcome - 8.50am
Monday 15 October	PIRA/PUMA Tests this week for Years 1 -6 Last Golf of the term Swimming Gala @ Barnet School – By Invitation – 9.15am start
Tuesday 16 October	Juniors House Quiz
Wednesday 17 October	House Cross Country – Years 2-6 –Epping Golf Course – 1.45pm start
Thursday 18 October	Drop-In Morning – For Reception to Year 6 – 8am-8.30am

Friday 19 October

Drop-In Session with Miss Leeks – 3.45pm-5.45pm

Reception Gowland Class Assembly - Followed by coffee with Miss Lovejoy -  
Parents Welcome - 8.50am

**MONDAY 22 OCTOBER – FRIDAY 2 NOVEMBER – HALF TERM HOLIDAYS**

**MONDAY 5 NOVEMBER**

**BACK TO SCHOOL**

With kind regards



Kaye Lovejoy  
Headmistress



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**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

