



Coopersale Hall School

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HEADMISTRESS

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September 2019

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.

Staff

A warm welcome to our new members of staff, Mrs Catherine Newbigging into Year 5; Miss Ariella Groman-Marks into Reception and Miss Hannah Butler as Computer teacher. Mrs Newbigging has taught at several primary schools, most recently at Staples Road Primary School. Miss Groman-Marks has been teaching at Clore Tikva Primary School. Miss Butler has taught previously at Normanhurst School. We have two new Key workers, Miss Hayley Perry O'Shea into Lower Kindergarten and Miss Amy McGlinchey into Reception. I am delighted that Mrs Bull will be moving to Year 4 as she returns to classroom teaching,

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.

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 8.20am 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 9 September, please see Dates List below. Please note that there will be no Chess Club on Tuesday 17 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

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!

Website and App

Do not forget that you can access much information from our website that is updated regularly as well as our most informative app.

Parent Portals

The office has contacted new parents 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 and timetable. 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.

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. Head Office sent a letter out last week with details about confirming this information.

Long Term Medication

If your child requires the school to store and when needed, administer long term medication, please download and complete the appropriate forms. These forms and the labelled medication should be given to the office staff on the first day of term. Thank you.

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 9.15am on Tuesday 1 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 19 and Thursday 21 November. Further details will follow.

Drop In Morning

There is a Drop-In morning for parents of all children from Reception to Year 6 on Wednesday 2 October between 8am-8.30am to view their child's work.

Deputy Head Sessions for Parents

Miss Leeks will be holding weekly sessions for parents each Friday between 3:45pm and 4:30 p.m. 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.

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 myself. Please find the dates for the Class Assemblies below.

CLASS ASSEMBLY	DATE
Y4 Bull	11 October
Y4 Lane	18 October
Y3 Graves	17 January
Y2 Daly	31 January
Reception Marks	7 February
Y5 Howard & Y5 Newbigging	14 February
Y1 Rooks	6 March
Y1 Biddle	13 March
Y2 Allen	20 March
Y2 Burgess	8 May
Y3 Crick	15 May
Reception Gowland	22 May
Y6 Leeks	9 July

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 4 SEPTEMBER	FIRST DAY OF THE AUTUMN TERM 2019 Karate club starts (After school) Tennis starts with Mr Robinson (After school) Recorder club starts (Lunchtime)
Thursday 5 September	Choir club starts (Lunchtime) Rock Band starts (After School)
Friday 6 September	Orchestra club starts (Lunchtime) Street Dance starts (After school) Piano Lessons start (During school) No Yoga starts next week (Before school)
Saturday 7 September	Netball Tournament at Chigwell School
Monday 9 September	Dance club starts (Lunchtime) Golf starts (After school) Gym club starts (After school) Singing lessons start (During school) Sparks start (Before school)
Tuesday 10 September	Rock Band starts (Lunchtime) Sparks starts (Before school) Wellies and Woodlands starts (After school) Chess club starts (After school) Football with Mr Grenfell starts (After school) Netball club starts (After school) Speech & Drama starts (During school) Violin lessons start (During school) Piano lessons start (During school)
Wednesday 11 September	Creative Writing starts (After school) Out of the Box starts (After school) Art club starts (After school) Music Lessons with Mr Bartels start (During school) Spanish Club starts (After school) Sparks starts (Before school) Tennis starts with Mr Watson/Mrs Cambridge (After school)
Thursday 12 September	Fencing club starts (After school) Multi Sports starts (After school) Science Club starts for Year 3 with Mrs Carter (After school) Speech & Drama starts (During school)
Friday 13 September	Art club starts Nifty Fingers starts Yoga starts Tennis starts with Mr Watson/Mrs Cambridge Swimming starts for Years 3 & 4

Monday 16 September	Reception Curriculum Meeting – Parents Welcome – 8.45am-9.15am
Tuesday 17 September	NO CHESS TODAY Year 4 Trip to Epping Forest Year 5 Parents Senior School Meeting 9am-10am
Thursday 19 September	Trip to Harlow Outdoor Pursuits for Years 5 & 6 AM/PM
Monday 23 September	Science Club starts for Year 1/Reception with Mad Science
Tuesday 24 September	Science Club starts for Year 2 with Mad Science Harvest Festival for Years 1-6 - Parents Invited - 9am-10am Harvest Festival for Early Years – Parents Invited - 2pm-3pm
Thursday 26 September	Claybury Cross Country – Years 5/6 – By Invitation 3.30pm
Monday 30 September	Pupil/Sibling School Photographs being taken – From 8.30am Year 4 Trip to Chelmsford Cathedral – 10.30am-2.30pm
Tuesday 1 October	Open Morning – 9.15am-11.30am
Wednesday 2 October	Drop In Morning – Reception to Year 6 – Parents Welcome – 8am-8.30am
Thursday 3 October	Claybury Cross Country – Years 5/6 – By Invitation 3.30pm
Tuesday 8 October	Year 6 Trip to St. Edmunds Taster Morning – AM
Thursday 10 October	Claybury Cross Country – Years 5/6 – By Invitation 3.30pm
Friday 11 October	Year 4 Bull Class Assembly – Parents Welcome – 8.50am Forest Netball Tournament – Years 5/6 – By Invitation
Monday 14 October	LAST GOLF LESSONS OF THE TERM
Wednesday 16 October	House Cross Country Races – Years 2-6 – Parents Invited – 1.45pm start
Thursday 17 October	ISA North London Swimming Gala @ Queenswood School
Friday 18 October	Year 4 Lane Class Assembly – Parents Welcome – 8.50am
HALF TERM HOLIDAYS MONDAY 21 OCTOBER – FRIDAY 1 NOVEMBER	
BACK TO SCHOOL ON MONDAY 4 NOVEMBER	

With Kind regards



Miss Kaye Lovejoy
Headmistress

