



Coopersale Hall School

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HEADMISTRESS

Miss Moreen Barnard B.SC. (HONS), B.ED.

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2 September 2020

Dear Parents

Re: **Headmistress's Letter**

I am excited to be writing my first 'welcome' letter to all the Coopersale Hall families. I had hoped to meet you all before the summer break, but unfortunately, the Covid-19 restrictions in place last term made that impossible. However, I am delighted to be working with you and your children now. I am very much looking forward to getting to know your children and meeting as many parents as I can in the coming days and weeks.

If, like me, you are joining Coopersale Hall this term, we want you and your children to quickly settle in and feel part of the Coopersale Hall family. New pupils joining us from Reception to Year 6 will have a 'buddy' to help them settle in. Please do not hesitate to email any member of staff if you have any concerns or queries during the first few days; we are here to help you and your child's school experience to be a rewarding and pleasurable one.

New Staff

I would like to extend a very warm welcome to our two new teachers: Miss Smith in Reception and Miss Surtees in Year 2. We also welcome Mrs Snow who joins the 1:1 support team; Mrs Cocklin in Year 4 as a teaching assistant and Miss Shine in Year 1 on a work placement as a volunteer teaching assistant.

Holiday Activities

Over the summer break many of our pupils have made use of the holiday activity courses held at Coopersale Hall and at Oaklands. 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 some provision in most of the holiday periods during the year and we will write with more details nearer the time.

Summer Holiday Work

The maintenance teams across the Oak-Tree Group have been very busy this holiday across the four schools. At Coopersale Hall, our maintenance team has been hard at work refreshing many parts of the school buildings both internally and externally. Many areas have been repainted, with new carpets or flooring installed.

Arrival

As you know children can attend Breakfast Club from 7.30am, otherwise children should be at school by 8.40am. Any child arriving after this time should be taken to the office and signed in. The office will notify the class teacher. From 8.15am, Years 2 to 6 pupils may make their own way to the playground prior to registration. Children in Kindergarten to Year 1 should be escorted by an adult to their classrooms. May I please encourage families to promptly clear the car park so that all the children arrive in school on time and safely.

Breakfast and Teatime Clubs

Teatime Club runs from 3pm to 6pm for pupils from rising 3 (i.e age 3 in the term starting the club). Both Breakfast and Teatime Clubs are run by school staff and the children are given food and suitable activities. Please email 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.

Extra-Curricular Activities

Most clubs begin from Monday 7 September, please see Dates List below. 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.

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.

Absence

If your child is unwell and unable to attend school, please telephone the school office to report the absence to a member of the Office team or email absence@coopersalehallschool.co.uk by 9am. Please avoid booking medical, dental and orthodontic appointments in school time wherever possible; if this is not possible, please notify the school in advance with the appointment details by phone, email or letter.

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 absence during term time for other reasons can only be approved in exceptional circumstances. If you wish to request time out of school for such a reason, then please download a 'Request for absence' form from our website, which should be completed and returned to the School Office; I will then confirm whether the absence is authorised or unauthorised.

Absence from PE/Games Lessons

If your child is in school but unable to participate in their PE or Games lesson, please email the Office or send them into school with a note for the PE staff explaining the reason. If your child needs a PE kit for their after school club, please send them to school with their PE kit as well.

Parents' Association

The Friends of Coopersale Hall School (FoCHS) 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, via the office. We will be grateful for as much support as possible. We are grateful for all the FoCHS team contributes; including the iPad project in the last school year, which means that pupils at Coopersale Hall now have some banks of iPads to enhance their learning.

Home/School Links

Parent/School Communication

We value the excellent range of communication links we have between school and home. 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

Please remember that you can access much information from our website that is updated regularly, as well as our most informative app. We also use YouTube, Facebook, Twitter and Instagram to share news about school life.

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 by logging on.

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.

Reports

We have made some changes to when reports will be published. During the lockdown we were not able to publish the end of year report, so we will be moving the reports forward to the end of the Autumn Term. We are also looking at how we can run the parent consultation evenings in November so that parents and teachers can discuss the children's progress. I will be updating families in due course about the arrangements for these meetings. 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 a virtual Open Morning for prospective and current parents on Tuesday 6 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. More information will be available soon.

Drop-In and Coffee Mornings

We normally offer half termly Drop-In mornings for parents of all children from Reception to Year 6 to view their child's work, and the schedule of coffee mornings arranged weekly by year group usually start after the October half term. Unfortunately, in line with the current Government guidelines, we will not be able to organise Drop-In mornings or coffee mornings until clear to do so. We will be aiming to re-introduce them as soon as we can.

Some New Initiatives This Term

I am looking forward to an exciting and productive year. I want to take this opportunity to bring a few new developments to your attention:

Deputy Head and Assistant Heads' Sessions for Parents

At the moment you will not be able to have regular informal face-to-face chats with your child's teacher, as you would have done previously. But we want to make sure that you have the opportunity to discuss any concerns or share any information with a member of the leadership team as follows:

- Miss Leeks will be holding weekly sessions for parents each Friday between 3:45pm and 5pm. This is an opportunity for you to meet with our Deputy Head to discuss any aspects of school life at Coopersale Hall. Miss Leeks will oversee all of Key Stage 2 (Years 3-6) this year.
- Miss Crick, the Assistant Head overseeing Key Stage 1 (Years 1-2), will be available every Monday from 3:45pm to 5pm.
- Mrs Doherty, Assistant Head overseeing the SEND, will be available every Tuesday from 3:45pm to 5pm.
- Miss Gowland, Assistant Head overseeing the EYFS department, will be available every Thursday from 3:45pm to 5pm to meet with families.

Please email the relevant member of SLT to set up a meeting – all staff email addresses are available from our website. 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. Your suggestions and comments are always welcome, and we do appreciate the chance to work with you for the benefit of the children.

Baseline Assessments

This term we are introducing baseline assessments for all children from Reception to Year 6. As you will appreciate, we didn't have the opportunity to hold end-of-year assessments at the end of the last academic year. Baseline assessments will allow us to determine a very personal and specific starting point for each child in school. We pride ourselves on tailoring learning to individual needs in school. These assessments will give us that starting point. The children will be assessed in maths, unaided writing and comprehension. We will use the data to help us organise differentiated learning groups across the year group. We will discuss the data with you during the planned parents evening.

Morning Form Time Routines (Reception to Year 6)

We are going to introduce a whole school approach to improving our children's knowledge of times tables and spelling rules. Children will be writing a weekly times table test at 8:40am every Tuesday morning and a weekly spelling test every Thursday morning at 8:40am. It is therefore important that all children arrive in school on time by 8.40am to take part. There will not be time in the day for teachers to catch up on worked missed during these morning routines.

Collins Connect Maths Scheme

Mrs Howard and I will introduce a new scheme of work for maths across the school. Collins Connect is an online planning tool that supports teachers in planning high quality maths lessons. I have worked with the scheme for several years now with great success. We feel that implementing this new scheme of work will add to your child's maths learning. Staff will receive full training during our Inset Days. I will be sending home shortly some helpful information regarding the scheme and how you can support your child with their maths at home.

iPads

As mentioned earlier in the letter, we are introducing the use of 36 iPads for the children to use in school. All staff will receive training to help us to introduce the use of more technology across the school. I know from experience that they will enhance our provision and further motivate the children.

Hot Chocolate Fridays with Miss Barnard

There will be no better way for me learn more about Coopersale Hall School than spending time with the children. Staff will nominate students weekly as a reward for excellent work or displaying excellent manners and kindness to enjoy a hot chocolate with me on Fridays. I look forward to hear more about why the children love Coopersale Hall and what we can do to make it even better.

Some Oak-Tree News: Braeside and Normanhurst GCSE Results

Well done to Braeside and Normanhurst on their excellent results. Although we have seen national turmoil around the results, at Normanhurst 99% of students achieved grades 4-9 and Braeside 96% grades 4-9. Year 11 pupils from both schools achieved 50% of grades at 7, 8 or 9!

Developments at Braeside School

As you may be aware. Braeside has been a 'split site' school with the Juniors on Palmerston Road in Buckhurst Hill and Seniors on the High Road next to the cricket ground. After extensive forward planning, over the summer the two halves were brought together to form a new 'all through' school on the larger High Road site for all children. All classrooms and communal areas were renovated over the break and I wish the team well for tomorrow's inaugural reopening.

Forthcoming Events

As per the current government guidelines, we are unable to organise large gatherings on site until we are cleared to do so. This significantly reduces the number of events that we are able to hold. Although we are working to organise some events, such as Harvest Festival, in different formats for the children, it means that we will not be able to hold the annual Group Fireworks Display at Oaklands that was planned to take place at the start of November.

Year 3 Camp

Oaklands normally hosts the annual Oak-Tree Year 3 Camp during the third week of September on the two school fields. Due to current circumstances, this is unable to take place now, but I am sure that our Year 3 pupils will be excited to know that we have already made a provisional booking for the camp to take place over two days, Wednesday 24 and Thursday 25 March at the end of the Spring Term 2021.

Forthcoming Events

THURSDAY 3 SEPTEMBER 2020 – FIRST DAY OF AUTUMN TERM

Monday 7 September

Dance Club starts (Lunchtime)
Early Years Yoga starts (After School)
Golf starts (After School)
Singing Lessons start (During School)
Sparks starts (For **Years 1 & 2** Only)

Tuesday 8 September

Football Club starts (After School)
Piano Lessons start (During School)
Rock Band starts (Lunchtime)
Speech & Drama starts (Lunchtime)

Wednesday 9 September

Karate Club starts (After School)
Music Lessons with Mr Bartels start (During School)
Tennis with Mr Watson/Mrs Cambridge starts (After School)
Art Club starts (After School)
Netball starts (After School)
Recorder Club starts (Lunchtime)
Spanish Club starts (After School)
Sparks starts (For **Years 3 & 4** Only)

Thursday 10 September

Musical Theatre starts (Lunchtime)
Tennis with Mr Robinson starts (After School)
Fencing Club starts (After School)
Multi Sports starts (After School)
Rock Band starts (After School)
Speech & Drama starts (Lunchtime)
Science Club for **Year 3** with Mrs Carter starts (After School)

Friday 11 September

Street Dance starts (After School)
Art Club starts (After School)
Orchestra starts (Lunchtime)
Piano Lessons start (During School)
Tennis with Mr Watson/Mrs Cambridge starts (After School)
Yoga starts (Before School)

Monday 14 September

Baseline Assessments for the whole school – during this week.
Violin Lessons start

Friday 18 September

NO YOGA THIS WEEK (Returns Next Week)

Monday 12 October

Last Golf Lesson of the term (After School)

MONDAY 19 OCTOBER – FRIDAY 30 OCTOBER 2020 – HALF TERM HOLIDAYS

MONDAY 2 NOVEMBER 2020 BACK TO SCHOOL

Finally, I wish you and your children the very best for the start of term. 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 with me or a member of the leadership team.

With kind regards

Yours sincerely



Moreen Barnard
Headmistress



OAK-TREE SCHOOLS is the group name of:

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

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