



# Coopersale Hall School

Flux's Lane, Epping, Essex CM16 7PE

Tel: 01992 577133

E-mail: [info@coopersalehallschool.co.uk](mailto:info@coopersalehallschool.co.uk)

Website: [www.coopersalehallschool.co.uk](http://www.coopersalehallschool.co.uk)

## HEADMISTRESS

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

4 January 2021

Dear Parents

May I wish you all a very Happy New Year. I hope you have had a restful holiday and that you are looking forward to the new term. Thank you for the lovely Christmas cards and gifts I received at the end of the term. I really appreciate your kindness and generosity.

I would like to thank FoCHS for funding the wonderful Christmas events they planned for the children. The children loved their visit from Santa and really enjoyed their virtual 'Jack and the Beanstalk' panto experience. Thank you also to the FoCHS committee and parent volunteers who gave up their time to wrap gifts for the very successful Christmas Virtual Gift Shop.

### Coronavirus Update

#### Early Year Classes: Kindergarten and Reception

The government has indicated that Early Years settings should remain open. Therefore, in line with the guidance included in Mr Hagger's letter yesterday morning, children in Kindergarten and Reception are able to attend school from Wednesday 6 January. Please take your children to their normal classrooms. Please maintain the usual social distancing from the staff and, if possible, please wear a face mask when on site and leave the site promptly.

#### Provision for Children of Critical Workers

We will be providing 'Critical Worker' provision at school for those of you who need your children in school to carry out your 'critical' work. As you know from Mr Hagger's letter, you should inform us by this afternoon if you need to use this facility so that we can plan ahead for the bubbles that will be needed.

Children from Years 1 to 6 should be dropped off at the hall from 8:15-8.40am each morning. Miss Hill will meet your child at the entrance to sign them in.

We anticipate children in Years 3 to 6 being supervised in the Art Room and children in Years 1 and 2 being supervised in the Studio. We will provide an iPad for each child to access their work on Seesaw and Education City. Some members of staff will be on a rota to support the children. Children will remain in these bubbles for all of their lessons, breaks and lunchtimes.

Please collect your children from the hall at the end of the school day. The timings will remain the same, Years 1 and 2 at 3.15pm and Years 3 to 6 at 3.30pm. Children should wear their normal school uniform during the day.

#### Year 1-Year 6 Remote Learning Timetables

Our remote home-learning programmes have moved on a long way since April/May 2020 and we are confident that our systems will be far better for families. Over the course of the Autumn Term we introduced Seesaw and Education City for all children from Year 1 upwards, and these will form the basis of the home learning alongside the timetabled Zoom lessons. We have also simplified the timetables so that there is a clear structure each day and positive routines to help the children with their organisation.

All children will have a morning form time with their class teacher. That will be followed by an English Zoom lesson and then time to independently complete their English work. Before the scheduled lunchtime, children will have a Maths zoom lesson and then some time to complete their work independently.

After their daily lunch break, children will be set work by the subject specialist on Seesaw and Education City. Afternoons will also be used for the peripatetic music teachers, the SEND 1:1 lessons and for our younger children to read with their classroom assistant. These sessions will be set up with families individually.

Each live Zoom lesson will last for around 30 minutes, although we have allowed for slightly longer on the timetables in case teachers require more time to clarify new knowledge or explain aspects of the tasks set for pupils. If possible, please be in the room with your child during Zoom sessions, but do not participate in the lesson itself. If a teacher is unwell and not able to upload the work as usual, we will do our best to cover the absence as we would normally do in school. This may mean that the Zoom lessons need to be postponed or delayed.

### **Online learning platforms**

All of our children are now fully trained in using Seesaw and Education City to access their work. These will be the only platforms we will use to communicate with our families and upload the daily work. All work will be uploaded the night before to give you time to prepare for the next day's learning. Please read the instructions carefully to make sure that the children complete the correct work at the correct time.

Most children are now able to upload their completed work by themselves. Do encourage your children to upload the work as soon as they complete it as the teachers will aim to return marked work soon thereafter. Please allow your child to work as independently as possible; this is a feature of our normal working classrooms. Let us know if they have needed additional help or support.

Please contact me directly if you have any concerns or questions.

### **Clubs, including Tea Time Club**

We hope that clubs will re-start the week of 18 January when all children are welcomed back to school. Tea time club is available in the meantime to the children in EYFS or of Critical Workers until 5pm every day. Please email the School Office if you need this provision.

### **If your Child is Unwell**

From previous experience, we know that remote learning brings with it lots of different emotions. If your child is struggling with the online teaching, please inform the class teacher. We really do not want any of our children to feel overwhelmed. Similarly, we also appreciate that you may be unwell or have more demanding work commitments/sibling work on particular days. Please let us know so that we do not question missing work and can arrange a mutually convenient date for the work to be completed by.

If your child is attending school, please don't send him/her into school if they are unwell or if they have any symptoms that might lead to a Covid-19 positive test result. If they are unable to attend, we will upload their work on the appropriate platforms for them to complete from home. If we notice that a child starts to feel unwell while in school, I will contact the family to discuss the best way forward to look after the school community.

### **Staffing**

As you are aware, before the Christmas holiday a number of members of staff and pupils at Coopersale Hall tested positive for Coronavirus. During this time the staff pulled together remarkably and supported each other, including standing in for one another if needed on some Zoom lessons. If any member of staff is not able to teach remotely, we will inform parents as soon as possible.

We have two members of staff who have been required by the NHS to shield until further notice: Miss Gowland and Mr Robinson. Miss Gowland's Reception class will be taught by Mrs Russell, with work overseen remotely by Miss Gowland. Mr Robinson's PE lessons will be covered by other members of staff and all children will still have their specialist PE lessons on site, or online for those classes working remotely.

### **Snow and Wintry Weather**

Our aim will always be to stay open even in snowy weather, unless there is a health and safety concern in doing so. The maintenance team arrives on-site early to clear paths and to make the site safe, and an update will be posted on the website by 7.15am so that parents are informed about arrangements for the day.

During the winter months, please ensure your sons and daughters wear the appropriate plain hats, scarves and gloves, according to the uniform list. If boots are worn to school in snowy weather, shoes should be brought to change into on arrival.

### Gift a Birthday Book

A reminder that we will be introducing the 'Gift a Birthday Book' scheme. This is not compulsory, but we would like to encourage pupils, families and teachers to become involved if they would like to. On your child's birthday, they can donate a new copy of their favourite book to the school. A bespoke bookplate will be placed inside the front cover, with the name of the person who has given the book, the date and the reason why they love it. This will be presented in the weekly assemblies, shared on social media and then placed in the library for other pupils to read.

### Smartwatches and Fitbits

Historically we have only allowed Year 5 and 6 students to wear Fitbits to school. We have now decided to allow children from Years 1 to 6 to wear Fitbits to school. During lockdown families have had a renewed focus on fitness and we are supporting the request of families to allow Fitbits to continue to track their children's activity during the day.

Smartwatches are not to be worn in school by any year groups. Apart from being a very expensive accessory, these are unnecessary for school. Smartwatches have the same functions as a mobile device and, as you know, mobile phones are not allowed in school because there is no need for any pupil to text or make contact with anybody outside school during the day.

### Earrings

As you will know from the Parents' Handbook that is sent to all parents at the start of each school year, no pupils are allowed to wear earrings for school. Please ensure that any earrings are removed before school so that we have no children wearing earrings in school from January.

### Adjustments to School Arrival Times from Monday 18 January

As I explained in the December Head's letter, we have reviewed the arrangements for the start of the day. We feel that our Coronavirus procedures are now more settled and that we have a greater level of control over the initial morning routines. We plan to start moving the arrival time back in order to help our staff prepare more effectively for the start of the school day.

From Monday 18 January 2021, the doors will open at **8.20am** and Registration will be at 8.40am. We will be on hand as usual to welcome the children from this time. Breakfast Club will continue to run as usual from 7.30am. We anticipate moving the start time to 8.25am from after the February half term, but I will confirm this in my February Head's Letter once we have had the opportunity to review the first month back.

With my very best wishes for the New Year and the new term

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

HEAD OFFICE ADDRESS: 6 ALBION HILL, LOUGHTON, ESSEX IG10 4RA

GROUP MANAGING PRINCIPAL & DIRECTOR: MR MATTHEW HAGGER B.A. (HONS), M.ED., PGCE CO-DIRECTORS: 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

