



# Coopersale Hall School

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## HEADMISTRESS

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

3 September 2021

Dear Parents

### Re: September 2021 Headmistress's Letter

I hope that you enjoyed a relaxing summer break with your families and that you and your children are looking forward to the new school year which begins for them on Monday 6 September.

During the holidays the maintenance, office and teaching staff have been busy. A number of improvements have been made on site, the office team have been in school working on admin tasks and the teaching staff have been busy over the holidays preparing for the start of term. We are looking forward to welcoming the pupils back to school.

If 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

A warm welcome to our new teachers: Miss Gilbert in Year 4, Miss Curl in Year 2 and Mrs Hogarth in Year 1. Joining the Early Years team is Miss Elson as the Teaching Assistant in Reception Marks and Ms Goold as the Keyworker in UKC. Joining the PE Department, we have Mrs Guest, who will be with us part-time working with Mr Robinson; Mrs Guest already works in the Group at Braeside School. Also joining the PE team, we have Miss Russell who is a new Swimming Coach. In the office we are welcoming Mrs Munday as the new Admissions Registrar and Mr East joins the Maintenance team as the Assistant Site Manager.

### 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, Creative Activities and Early Years Clubs. The courses were very well attended and the pupils had great fun!

### Arrival

As you know, children can attend Breakfast Club from 7.30am, otherwise they 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 8.25am, we encourage all children from Years 2 to 6 to make their own way to the playground prior to registration. You will know from last year that a member of SLT will be at the entrance gates to welcome and guide the children on arrival. May I please encourage all families to use the drop and go to install some independence. Children in Kindergarten to Year 1 should be escorted by an adult to their classrooms.

Your child needs to arrive at school on time, as we will continue to have morning workshops, catch-up time, times table tests and spelling tests at the start of the day. If your child is not on time, they will miss out on vital learning time.

Please clear the car park promptly so that all the children can arrive on time and safely. However lovely it is to have a quick catch-up with your friends in the car park, it does not help us to maintain the flow of traffic during the busier times of day.

## Absences

Please 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 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 to me in advance using the appropriate forms available online from the school website.

## Absences from PE or Games Lessons

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

## 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 or email their class teacher directly.

## Extra-curricular Clubs and Activities

Most clubs begin from **Monday 6 September** - please see the 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.

## 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.

## Home/School Links and 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!

## The 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. This can be downloaded as you would for any other 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](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 and timetable. 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.

## Parent Handbooks

All parents have been emailed the newly updated Parent Handbook for this coming school year. This contains very important information about school life, and about our procedures and systems. I urge all parents to read through it so that you are aware of all the information it contains.

## 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.

### Open Morning

We are holding an Open Morning for prospective and current parents on Tuesday 5 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 Mornings

We offer half termly Drop-In mornings for parents of all children from Reception to Year 6 to view their child's work. We value Drop-In mornings to showcase all the wonderful learning that takes place in school. We will re-introduce Drop-In mornings as soon as possible this term. I am looking forward to welcoming parents back onto the school site this year.

### Deputy Head and Assistant Heads' Sessions for Parents

We would like to provide a regular opportunity for parents see members of the Leadership Team for an informal discussion about school life or about their child. These informal meetings can be arranged by contacting the member of staff directly, through their email, which can be found on the website.

Miss Leeks, the Deputy Head, is available to meet parents each Friday between 3:45pm and 5:00pm. Miss Leeks also oversees all of KS2 (Years 3-6) this year.

Miss Crick, the Assistant Head overseeing KS 1 (Years 1-2), will be available every Monday from 3:45pm to 5:00pm.

Mrs Doherty, Assistant Head overseeing the SEND, will be available every Tuesday from 3:45pm to 5:00pm.

Miss Gowland, Assistant Head overseeing the EYFS department, will be available every Thursday from 3:45pm to 5:00pm to meet with the Early Years families.

Please email the relevant member of SLT to set up a meeting with them at these times, if you would like to do so. We have an open door policy and take pride in our excellent communication with parents. We are keen to listen to your questions and to hear any emerging concerns at the earliest opportunity. We are then able to resolve these, usually 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.

### 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:

#### Drama

We are introducing drama to the already broad curriculum from Years 1 to 6. Mr RS will deliver the weekly drama lessons. We are hoping that we can encourage our children to be more confident when talking to an audience. We are also aware that many of our students enjoy performing and hope that these lessons will contribute to their learning experience in school.

#### House Points

You will be aware that as part of our reward system in school, we hand out house points in class. We want to extend the reward by handing out individual house points to children in school. These house points will be added to your child's portal for you to view. All staff will be rewarding students using House Points.

The children will also work towards certificates:

Level 1	50 points	Bronze Certificate
Level 2	100 points	Silver Certificate
Level 3	150 points	Gold Certificate
Level 4	200 points	Platinum Certificate
Level 5	250 points	Diamond Certificate

We use rewards to encourage good behaviour and attendance habits as well as academic effort and success. To be a motivating factor and for the rewards to have currency in the eyes of the students there are clear, but varied criteria which would be worthy of reward, such as:

- 100% attendance
- Significant improvement in attendance and punctuality from term to term
- Meeting a specific target agreed between student and the teacher
- Evidence that a particular skill or quality has been achieved or is improving
- Assisting in school or out of school activities
- Showing a particular courtesy and honesty and/or proving to be an exemplary ambassador for the School

The certificates will be handed out at the end of term assemblies.

### Lunch with the Senior Leadership Team

I will continue to have 'Hot Chocolate Fridays' with the children, this has been a fantastic way for me to get to know them and to hear their views on life in school. Hot Chocolate Friday is an award given by the class teacher.

As a senior leadership team we are very visible around school, and we are in a fortunate position to see how kind our students are to each other. We see our children encouraging each other or helping each other when no one is watching. Lunch with SLT is a new way for us to encourage kindness around school. SLT will hold special lunches with all the children we 'catch in the act' of kindness.

Children can only receive this award from a member of SLT and will be invited to an early lunch in the hall with a beautiful set table, juice and something extra on the menu.

### Etiquette in the Dining Hall

As a school, we will have a focus on good table manners while in the dining hall. One of the areas we identified last year was that not all of our children are comfortable in the dining hall eating at the tables. We all enjoy going out for a meal and this is a life skill we should all have. We will be encouraging children to eat with a knife and fork, not to talk with food in their mouth, to chew appropriately and to keep all of their food on the plate. The Lunchtime Supervisors will be supporting our children with this daily.

May I please encourage families to support us in developing this skill by having family dinners together and modelling the use of cutlery.

### Some Oak-Tree News: GCSE Results

Both Normanhurst and Braeside schools recorded their best ever percentage of top GCSE grades this year. They celebrated the success of their pupils in August with two thirds of student's achieving the top grades of Grade 7, 8 or 9 (previously A\* or A grades in the old GCSE system). At Normanhurst 97% of grades were Grade 4 or higher, and at Braeside 100% of grades were Grade 4 or higher, equivalent to a Grade C in the previous system.

### Forthcoming Events

#### Monday 6 September - Return to School - Autumn Term 2021

Singing lessons start - <b>Years 2 to 6</b>	School Hours/Lunchtime
Golf club starts - <b>Years 3 to 6</b>	3.30-5pm
Hama Beads club starts - <b>Years 1 &amp; 2</b>	3.20pm to 4.20pm
Lego club starts - <b>Years 3 to 6</b>	3.30pm to 4.30pm
Mindful Mondays club starts - <b>Years 3 to 6</b>	1pm to 1.30pm
Netball club starts - <b>Years 3 to 6</b>	3.30pm to 4.30pm
Sparks starts - <b>Years 1 &amp; 2 By Invitation</b>	8.20am to 8.40am
Violin lessons start - <b>Years 1 to 6</b>	School Hours/Lunchtime
Cookery club starts - <b>Years 3 to 6</b>	3.45pm to 4.45pm
Wellies & Woodlands club starts - <b>Upper Kindergarten &amp; Reception</b>	3.15pm to 4pm

## **Tuesday 7 September**

Film club starts - <b>Years 3 to 6</b>	3.30pm to 4.30pm
Football club starts - <b>Years 3 to 6</b>	3.40pm to 4.40pm
Piano lessons start - <b>Years 2 to 6</b>	School Hours/Lunchtime
Recorder club starts - <b>Years 1 &amp; 2</b>	Lunchtime
Speech & Drama starts - <b>Years 2 to 6</b>	Lunchtime
Touch Typing starts - <b>Years 3 to 6</b>	Lunchtime
Yoga club starts - <b>Upper Kindergarten &amp; Reception</b>	3pm to 3.30pm
Yoga club starts - <b>Years 1 &amp; 2</b>	3.35pm to 4.15pm
Chess club starts - <b>Years 3 to 6</b>	1pm to 1.30pm

## **Wednesday 8 September**

Hama Beads starts - <b>Years 3 to 6</b>	Lunchtime
Karate starts – Group 1 - <b>Years 1 &amp; 2</b>	3.15pm to 4.00pm
Karate starts – Group 2 - <b>Years 3 to 6</b>	4.05pm to 5.05pm
Music Lessons with Mr Bartels - <b>Years 2 to 6</b>	School Hours/Lunchtime
Pottery/Sculpture club starts - <b>Years 3 to 6</b>	3.30pm to 4.30pm
Rock Band starts - <b>Years 3 &amp; 4</b>	Lunchtime
Running club starts - <b>Years 3 to 6</b>	Lunchtime
Spanish club starts - <b>Years Reception &amp; Year 1</b>	3.25pm to 3.55pm
Spanish club starts - <b>Years 2 &amp; 3</b>	4pm to 4.30pm
Spanish club starts - <b>Years 4 to 6</b>	4.35pm to 5.05pm
Sparks starts - <b>Years 3 &amp; 4 By Invitation</b>	8.20am to 8.40am
Tennis starts with Mr Watson & Mrs Cambridge - <b>Reception to Year 2</b>	3.30pm to 4.30pm

## **Thursday 9 September**

Summit Rock Adventure Camp - <b>Year 3</b> @ Oaklands School	All Day
Art club starts - <b>Years 3 to 6</b>	3.30pm to 4.45pm
Art club starts - <b>Years 1 &amp; 2</b>	3.20pm to 4.20pm
Fencing starts - <b>Reception to Year 2</b>	3.10pm – 4pm
Fencing starts - <b>Years 3 to 6</b>	4.10pm to 5pm
Multi Sports starts - <b>Reception to Year 2</b>	3.10pm to 4.10pm
Nessy Fingers starts - <b>Years 2 to 6 By Invitation</b>	8.20am to 8.40am
Rock Band starts - <b>Years 5 &amp; 6</b>	3.30pm to 4.30pm
Science club starts - <b>Year 3 Only</b>	3.30pm to 4.30pm
Speech & Drama starts - <b>Years 2 to 6</b>	Lunchtime
Tennis starts with Mr Robinson - <b>Years 4 to 6</b>	3.30pm to 4.30pm

## **Friday 10 September**

Summit Rock Adventure Camp - <b>Year 3</b> @ Oaklands School	All Day
Computing & Coding starts - <b>Years 3 to 6</b>	Lunchtime
Piano lessons start - <b>Years 2 to 6</b>	School Hours/Lunchtime
Sign Language - <b>Years 3 to 6</b>	Lunchtime
Sparks starts - <b>Years 5 &amp; 6 By Invitation</b>	8.20am to 8.40am
Street Dance starts - Group 1 - <b>Years 1 &amp; 2</b>	3.30pm to 4.15pm
Street Dance starts - Group 2 - <b>Years 3 &amp; 4</b>	4.20pm to 5.05pm
Tennis starts with Mr Watson & Mrs Cambridge - <b>Reception to Year 2</b>	3.15pm to 4.15pm
Tennis starts with Mr Watson & Mrs Cambridge - <b>Year 3 only</b>	3.30pm to 4.30pm

## **Friday 17 September**

Whole School Photo – School Lawn – <b>Lower Kindergarten to Year 6</b>	8.30am
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## **Monday 27 September**

Children's Individual Photos – <b>Lower Kindergarten to Year 6</b>	8.30am to 11.30am
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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



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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 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.

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