



# Coopersale Hall School

Flux's Lane, Epping, Essex CM16 7PE

Tel: 01992 577133

## HEADMISTRESS

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

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

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

2 September 2022

Dear Parents

### Re: September 2022 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 5 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: Mrs Theresa Jones is our new Music and Drama teacher, Mr Vinny Barham is taking over the PE department and Mrs Jessica Vora joins us as a Year 2 teacher. Mrs Michelle Bull also joins the Senior Leadership Team as Assistant Head.

### 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. A member of SLT will be at the entrance gates to welcome and guide the children on arrival. I would like to encourage all families to use the 'drop and go' lane to install some independence. Children in Kindergarten, Reception and 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 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.

Children will **continue** to come to school in their PE kits for the days they have PE. Most of the children will therefore come to school in their PE kits twice in a week. Children from Years 3-6 will come to school in their uniform on the days they have swimming.

### 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

All clubs begin from **Monday 5 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 (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 lots of information from our website that is updated regularly, as well as our most informative app. This can be added to your device via the app page on the school website. We also use YouTube, Facebook, Twitter and Instagram to share news about school life.

### Parent Portals

The office will be contacting 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 and emergency contact details. You can check the current information we hold on your Parent Portal.

It is a requirement that all schools have at least two emergency contacts, who would be available if needed during the school day. We also need to know if your child's medical information has changed or if they have any food allergies or intolerances. Please ensure that we have this important information by Friday 16 September, including the hospital or GP notes to confirm any medical needs. Parents can update these details by logging onto the portal. If parents are away for any reason during term time and your children are being looked after by relatives – you should notify the office and class teacher with the name and contact details of the relative in advance, so that we know who has responsibility for your child while you are away.

If you have any questions or concerns about the information, contact the school office and a member of the team will be happy to assist you.

### 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 4 October at 9.15am, with a senior talk at 10am. 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 all parents (Lower Kindergarten 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 inform the parents of those dates at the beginning of each term.

### Heads of Houses

As you know, we appointed 4 new Heads of Houses to raise the profile of each house during this year. As part of that role, the Heads of Houses will be launching exciting house competitions during the year. Each Head of House will meet with their houses during assemblies to develop a new culture within each house. This is an exciting opportunity to develop something new in school. We will continue to communicate any changes to you and your families.

### 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 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 excellent GCSE grades again this year, significantly above the national figures. At Normanhurst 98% of grades were good passes with 51% of grades at Grade 7-9, which is the old A\*/A grades. At Braeside 96% of grades were good passes, with 40% of grades at Grader 7-9. Congratulations to all those pupils.

### Forthcoming Events

#### Monday 5 September

**ALL EXTRA CURRICULAR CLUBS START THIS WEEK**

#### Monday 12 September

Read, Write, Inc. **Reception Parents Workshop**

8.45am-9.15am

#### Tuesday 13 September

Workshop - How to Support your child in Year 1 – **Parents of Year 1 Children**

8.45am-9.30am

<b>Wednesday 14 September</b> Miss Barnard – Mrs Bull – Mrs Zylstra – Dinner at Forest School	5pm
<b>Thursday 15 September</b> <b>Year 3</b> Overnight Camp at Oaklands School	AM/PM
<b>Friday 16 September</b> <b>Year 3</b> Camp at Oaklands School	AM/PM
<b>Monday 19 September</b> Miss Barnard – Mrs Bull – Mrs Zylstra – Dinner at Brentwood School	5pm
<b>Wednesday 21 September</b> <b>Year 5</b> Trip to Hunting Lodge Chingford	AM/PM
<b>Friday 23 September</b> Maths Workshop for <b>Year 1 &amp; Year 2 Parents</b>	8.45am-9.15am
<b>Monday 26 September</b> Parent's Drop In Morning <b>Lower &amp; Upper Kindergarten, Reception</b>	8am-8.30am
<b>Tuesday 27 September</b> Parent's Drop In Morning <b>Years 1 &amp; 2</b> English workshop for <b>Years 1 &amp; 2 Parents</b>	8am-8.30am 9am-9.30am
<b>Wednesday 28 September</b> Parent's Drop In Morning <b>Years 3 to 6</b>	8am-8.30am
<b>Thursday 29 September</b> English Workshop for <b>Years 3 to 6 Parents</b>	9am-9.30am
<b>Tuesday 4 October</b> Open Morning <b>All Parents Welcome</b>	9am-12Noon
<b>Thursday 6 October</b> <b>Year 4</b> Trip to Epping Forest District Museum	AM/PM
<b>Thursday 20 October</b> Flu Immunisations <b>Reception to Year 6</b>	PM

**HALF TERM HOLIDAYS MONDAY 24 OCTOBER – FRIDAY 4 NOVEMBER**  
**BACK TO SCHOOL MONDAY 7 NOVEMBER**

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

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

