



Coopersale Hall School

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HEADMISTRESS

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

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5 September 2023

Dear Parents

Re: Head's Letter September 2023

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 tomorrow morning.

As you will have read in Mr Hagger's letter on Friday, Miss Barnard will be taking some time away from school for the first half of this Autumn Term. I know she appreciates your support and thoughts, and she has respectfully asked for families not to contact her at this time.

Please do rest assured that the school is in very safe hands during Miss Barnard's absence. I am delighted to have temporarily stepped up into the role of Head of School alongside my other role of Head of Inclusion. I will be working closely with Mrs Osborn, who you will know as Group Education Principal, and who was previously Headmistress of Normanhurst for 10 years and Braeside for 3 years. She already knows the Coopersale Hall staff and children, as well as many of our parents, very well.

Do contact me directly if you have any queries or concerns and I will be happy to help. For the day-to-day contact, please continue to use your child's class teacher or the members of the Senior Leadership Team who may be closer to the needs of your children. To remind you, these are:

- Mrs Gowland – Head of Early Years (for Early Years queries)
- Mrs Bull – Assistant Head (for queries regarding Years 3 to 6)
- Miss Crick – Assistant Head (for queries regarding Years 1 to 2)
- Mrs Robinson-Smith – Head of Seniors (for queries regarding Year 7)

All are very experienced and we work closely together as a strong team. Thank you for your understanding.

Maintenance

As usual, 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.

The main focus was the development of our new senior department as our inaugural Year 7 class will be starting tomorrow. I know that Mr Hagger will be writing separately, but it has been a huge effort to complete the building works and I believe that the various teams have been up against a significant amount of red tape given the Grade 2 listed building and the surrounding conservation area. We are very nearly there and I am hoping to be able to invite our Year 7 families into the building over the coming weeks to see where the children will be learning.

New Pupils

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 to ensure that your child's school experience is a rewarding and pleasurable one.

New Staff

A warm welcome to the new staff who have joined Coopersale Hall this academic year: Mrs Shani Cooper joins as senior Science teacher, Ms Stephanie Machin will be the senior Art and DT teacher, Mrs Amina Shadab Haq will cover Miss Smith's Reception class this term, Mrs Hattie Jemal will be teaching PE and Games with Mr Barham, Mrs Nina Robinson and Miss Jade Donnelly are two new teaching assistants and Mrs Shilpi Begum will be joining the team of lunchtime supervisors. I am sure that all of our new staff will be very happy with us.

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 4 to 6 to make their own way to the playground prior to registration. Children in Years 3 and below should make their way to their classrooms. A member of SLT will be at the entrance gates to welcome and guide the children on arrival. I would like to encourage families to use the 'drop and go' lane to instil some independence. Children in Early Years 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; this helps 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

We have a supervised Breakfast Club from 7.30am to 8.30am each day, and Tea Time Club from 3pm to 6pm. The clubs start on the first day of term. These clubs are for pupils from rising 3 (ie age 3 in the term starting the club) and are run by Coopersale staff. Drinks, breakfast cereals and toast are provided every day. The clubs are run by school staff and the children are given suitable activities to take part in. There is an online booking form on the website for parents to complete for regular bookings. Alternatively, contact the office if you wish to book either club or email the class teacher directly.

Extra-Curricular Clubs and Activities

All clubs begin from **Monday 11 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 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 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 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 10 October from 9.15am. 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. The senior department will also be open! 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.

DATES LIST

Wednesday 6 Sept		FIRST DAY OF AUTUMN TERM 2023	
Monday 11 Sept	AM/PM 5.00-5.30pm	ALL CLUBS START THIS WEEK ATOM Prime Webinar	Parents of Yrs 3,4,5,6
Wednesday 13 Sept	8.40-9.10am	Welcome to Year 1 - Hall Miss Crick & Mrs Vora	Year 1 Parents
Thursday 14 Sept	AM/PM	Overnight Camp @Oaklands School	Year 3
Friday 15 Sept	AM/PM	Camp @Oaklands School Return to school by 3.30pm	Year 3
	PM	Swimming @ Waltham Abbey Pool	Year 4
Tuesday 19 Sept	AM/PM	Trip to Harlow Outdoor Pursuits	Year 5
Wednesday 20 Sept	AM/PM	Trip to Willows Farm @ St. Alban's	Reception
Thursday 21 Sept	PM	Girls Netball Match @ Braeside School	Year 7 By Invitation
Friday 22 Sept	AM/PM	Jeans for Genes Day Bring a £1 donation	Whole School
	PM	Swimming @ Waltham Abbey Pool	Year 4
Monday 25 Sept	AM	Harvest Festival	Pupils only this year
Tuesday 26 Sept	8.10-8.45am	Drop In Morning	Years 1 & 2 Parents
Wednesday 27 Sept	8.10-8.45am	Drop In Morning	Years 3 to 6 Parents
	12.30-15.30pm	Oak-Tree Boys Football Matches & Girls Netball Matches	Years 3 & 4 By Invitation
Thursday 28 Sept	8.10-8.45am	Drop In Morning	Early Years Parents
	8.10-8.45am	Drop In Morning	Year 7 Parents
	AM/PM	Trip to Waltham Abbey Museum	Year 2
Friday 29 Sept	PM	Swimming @ Waltham Abbey Pool	Year 4
Monday 2 Oct	AM	Bentley Photographs – Individual & Siblings	Whole School
Tuesday 3 Oct	8.45-9.15am	Read, Write, Inc Parent Workshop	Parents of Reception Children
Thursday 5 Oct	AM/PM	Flu Immunisations	Reception to Year 7
Friday 6 Oct	PM	Swimming @ Waltham Abbey Pool	Year 4
		Netball Tournament PGL in East Sussex	Year 7 Girls By Invitation

Saturday 7 Oct	AM/PM	Netball Tournament PGL in East Sussex	Year 7 Girls By Invitation
Sunday 8 Oct	AM	Return from East Sussex	Year 7 Girls By Invitation
Tuesday 10 Oct	9.15-11.30am	Open Morning	All Parents Welcome
Wednesday 11 Oct	AM/PM	Residential Trip @ The Hive Waltham Abbey	Year 4
Thursday 12 Oct	AM/PM	Residential Trip @ the Hive Waltham Abbey	Year 4
Friday 13 Oct	AM/PM PM	Return from Residential Trip Swimming @ Waltham Abbey Pool	Year 4 Year 5
Tuesday 17 Oct	PM	Oak-Tree Football & Netball Matches @ Peter May Centre Walthamstow	Years 5 & 6 By Invitation
Thursday 19 Oct	AM/PM	Trip to Celtic Harmony Centre - Hertford	Upper Kindergarten
Friday 20 Oct	PM	Swimming @ Waltham Abbey Pool	Year 4

HALF TERM HOLIDAYS
MONDAY 23 OCTOBER TO FRIDAY 3 NOVEMBER

MONDAY 6 NOVEMBER 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

A Doherty

Mrs A. Doherty
Head of School

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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