



Coopersale Hall School

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HEAD

Mr Paul Wilson B.A. (HONS), PGCE

4 September 2024

Dear Parents

Re: **September 2024 Head's Letter**

I would like to warmly welcome you and your children at the start of a new and exciting academic year at Coopersale Hall. I trust that you have all had an enjoyable and relaxing summer. Or maybe the relaxation starts for you now as you hand your children back to the staff here at school!

It has been a summer of preparation at Coopersale Hall. Popping into school during the holidays to set my office up for the new academic year, I watched the contractors working on phase 2 of the new senior block. They were busy preparing the footings and laying the foundations for the new building. It seemed somewhat metaphorical and, as an English teacher, I couldn't help but draw parallels with the journey that the school community is embarking upon this year. Just as the new block needs strong foundations to support its future structure, we must lay a solid groundwork for our pupils' growth and development.

This year, for me, will be about building upon the foundations of the excellent education that the pupils receive at Coopersale Hall — nurturing curiosity, encouraging resilience, and fostering a love of learning that will support our students, not just through this academic year, but throughout their lives.

As a new Head, I am filled with excitement and optimism about the possibilities ahead, as Coopersale Hall and its pupils make the journey to becoming a through school, and I look forward to working with you to make this year a truly exceptional one.

Opportunities for Parent and Staff Collaboration

The relationship between parents and staff is highly valued at Coopersale Hall and our year starts with the 'Welcome Meetings' for parents of pupils making the journey to the next stage of their schooling: Kindergarten; Reception; Year 1; and the Seniors. These meetings are an opportunity to learn more about our expectations, the curriculum and pastoral care, and a chance to meet the teachers and ask any questions you may have.

In addition, we also have parent drop in mornings so that parents, teachers and children can come together to explore the work the pupils have produced and celebrate their achievements.

Furthermore, Matthew Hagger, Claire Osborn and I will be inviting parents to coffee mornings in November. We find it invaluable to listen to you, to share ideas, explore common ground and to challenge our thinking about what matters to parents.

The dates for all these opportunities to meet staff are listed below.

Summer Fest

Further to the letter to parents at the end of the summer term, I am pleased to say that our rescheduled Summer Fayre will be going ahead on Friday 6 September. I look forward to seeing many of you for this exciting event.

Staffing

We are delighted to be welcoming several new members of staff. Mrs Stanley joins us in Year 1 and will also be leading on PSHE and Mental Health across the school. Ms Weigler will be teaching in Year 4 and Ms Manning-Swallow and Mrs Billington will be joining our Reception team. Mr Zaleski will be joining our Languages team, teaching French and Spanish, and Mrs Mulinder will be teaching Art and Technology to our Seniors. Miss Cocklin will be teaching Computing from Reception to Year 5 and Mrs Bull will be teaching Computing to Year 6-8.

In addition, Mrs Zylstra has joined the Senior Leadership Team as an interim Assistant Head for the next academic year while Miss Crick is on maternity leave.

Year 3 Camp

The Year 3 camp, for pupils across the whole Oak-Tree Group, takes place on 12 and 13 of September. It will be a fantastic two days of team building, games and sleeping overnight. Events like this help build the confidence, resilience and cooperation skills that will prepare pupils well for future success, and it is a great introduction to the residential that pupils will be able to benefit from throughout their time at Coopersale Hall.

PE Days, Swimming, and PE Kit

During the summer, you will have received your child's class timetable and the parent handbook, providing valuable information. Please ensure that your child comes to school in their full PE kit on their allocated PE days. If your child is swimming this term, they will need to bring their swimming kit into school on Fridays. This will start from next week, as this Friday is the Summer Fest.

Drop Off

We would like to remind you that all of the children from Year 2 upwards should use the "Drop Off" lane as this can ease traffic and encourage independence.

Parents Association

Parents' Association, 'The Friends of Coopersale Hall School' (FoCHS), are always looking for new recruits to support the many wonderful events throughout the year. If you would like to join the team, then please contact the Chair, via the office.

Whole School Photo

I would like to give you plenty of notice of our whole school photograph taking place on 26 September. Each photo is a great historical record and makes a fine memento of your child's school days. Please ensure your child is in full school uniform and looking suitably angelic on the day!

Clubs

Clubs will commence the week starting Monday 9 September; you will have received a document with information about their times and locations. If you have any questions about extracurricular clubs, please speak to the school office or your child's class teacher.

Wraparound Care

A reminder that breakfast club starts at 7:30am every morning, providing a healthy breakfast and a range of activities for the children. Teatime club runs until 6pm every day and is available to all pupils. Children are provided with a snack and drink and have the opportunity to complete their homework in a calm, structured environment. There are also a range of games and activities available. Early Years children have their own teatime club, based in Upper Kindergarten and this runs until 5pm. After this time, they join the main teatime club.

Homework

A homework schedule will be sent out for each class by Friday 6 September, which will include details about homework expectations for your child's year group.

Security

All gates around the school now have electronic 'maglocks' with keypads, and the fence in front of the cottage will be replaced with higher fencing over the next few weeks. Please do not try to access this secure inner perimeter around the buildings outside of your normal drop off and pick up times as you will be challenged and re-directed to the office. Instead, please report to the main office and they will assist you accordingly.

All staff are now required to wear photo-ID lanyards throughout the day so that it is easy for all parties to readily identify who should be on site at any time.

Uniform

The only items of clothing worn to school should be Coopersale Hall regulation clothing purchased from Forest Casual and Schoolwear in Loughton. This includes hats, scarves and gloves in the winter. The full uniform list for each year group, including when summer and winter uniform should be worn, is available on our website. Please ensure you label all items of clothing as teachers do not have time to reunite unnamed clothing with individual children. Until October half term, all pupils should continue wearing their summer uniform please. The uniform shop also runs a mail order service from its website to make life that little bit easier.

Holiday Courses

Over the summer break, many of our pupils have made use of the holiday activity courses held at Oaklands and Coopersale Hall School. 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 their provision during some of the school holidays in 2024-25 and Head Office will write with more details nearer the time.

School Attendance and Absence

Please note that children in all years from 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.

We understand that at times pupils are too unwell to attend school. However, we track pupil attendance very carefully as children who have significant absences often fall behind in attainment.

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 8.45am and every day of absence thereafter. Please also note, if your child is unwell or has an appointment on the day of a paid trip, monies are not refundable. This is because the place on the trip will have to be paid for at this point, whether your child attends or not.

Please avoid booking routine 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, we require evidence of all medical appointments.

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 as soon as possible. We do not regularly administer pain relief medication in school. If your child has a temperature they must remain at home.

Changes to Personal Details

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 current information we hold on your Parent Portal. We must have at least two people to contact in case of an emergency during the day.

Dates List

Wednesday 4 Sept. FIRST DAY OF AUTUMN TERM 2024

ALL CLUBS START BACK MONDAY 9 SEPTEMBER

Thursday 5 Sept.	AM/PM	Trip to Lee Valley White Water Centre	Years 7 & 8
Friday 6 Sept.	11am-4.30pm	Summer Fest - FOCHS	Parents & Children of whole school
Thursday 12 Sept.	AM/PM	Overnight Camp at Oaklands	Year 3
Friday 13 Sept.	AM/PM	Camp at Oaklands	Year 3
Monday 16 Sept.	8.45-9.15am AM/PM 1pm-3pm	Welcome to the Seniors - Hall Trip to Essex Outdoor Centre Famous People & Local Legends Workshop	Parents of Years 7 & 8 Year 5 Year 2
Tuesday 17 Sept.	8.45-9.15am	Welcome to Year 1 - Hall	Parents of Year 1
Wednesday 18 Sept.	8.45-9.15am	Welcome to Reception – Hall	Parents of Reception
Thursday 19 Sept.	8.45-9.15am	Welcome to Kindergarten (Lower & Upper)	Parents of Lower & Upper Kindergarten
Monday 23 Sept.	1.45-3pm	Swimming Gala – Chigwell School	Year 4 by invitation
Tuesday 24 Sept.	8.25-8.55am	Parents' Drop In Morning	Parents of Years 1 & 2
Wednesday 25 Sept.	8.25-8.5am 1pm-3.30pm	Parents' Drop in Morning Oak-Tree Netball Match	Parents of Years 3 to 6 Years 3 & 4 by invitation
Thursday 26 Sept.	8.25-8.55am 9am-11am	Parents' Drop in Morning Whole School Photograph	Parents of Lower & Upper Kindergarten Reception – Years 7 & 8 Whole School

Monday 30 Sept.	8am-11.30am	Individual & Sibling Photographs	Whole School
Wednesday 2 Oct.	2.30-4.30pm	Mixed Tag Rugby Match – Howe Green School	Years 5 & 6 by invitation
Thursday 3 Oct.	AM/PM	Trip to Celtic Harmony Camp	Year 4
Monday 7 Oct.	8.45-9.30am	Harvest Festival	Whole School (No Parents)
Tuesday 8 Oct.	4pm-6.30pm	Parents' Evening	Parents of Years 7 & 8
Wednesday 9 Oct.	3pm-5pm	Netball Match v Braeside School	Years 3 to 8 by invitation
Thursday 10 Oct.	9.15-11.30am	Open Morning	All Parents Welcome
	4.15-5.15pm	Swimming Gala – Chigwell School	Years 7 & 8 by invitation
Tuesday 15 Oct.	1pm-3.30pm	Oak-Tree Boys Football Match @ Peter May Centre Walthamstow	U11 By Invitation
	3.45-6.30pm	Parents' Evening	Parents of Lower & Upper Kindergarten Reception – Years 1 to 6
Wednesday 16 Oct.	3.45-6.30pm	Parents' Evening	Parents of Lower & Upper Kindergarten Reception – Years 1 to 6
Thursday 17 Oct.	8.45-9.15am	Read, Write Inc Workshop – Hall	Parents of Reception Children

HALF TERM HOLIDAYS MONDAY 21 OCTOBER - FRIDAY 1 NOVEMBER INCLUSIVE.

Monday 4 November BACK TO SCHOOL

With kind regards

Yours sincerely



Paul Wilson
Head



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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