COPTHORNE
PREPARATORY SCHOOL

31 August 2018

Dear Parents

I would like to welcome back all parents, both old and new, and I hope that you have all enjoyed a wonderful Summer holiday, complete with untypical summer weather!

There are two separate letters being sent out today, one from myself about matters to do with the Prep School, and one from Mrs Swadling about Pre-Prep & Nursery matters.

I am writing, as usual, with some reminders and also to inform you again of some changes to staff and routines. We have worked hard over the last few years to improve the levels of communication between school and parents but it seems, from the number of 'phone calls that the office receives, that not everybody reads our missives or checks the website. Please do, as some of the information contained will be important for you and your child(ren).

NEW CHILDREN

A very warm welcome to all 35 new children who will join Copthorne on Monday. I hope you (and your parents) all settle in quickly, and that the transition is as smooth as it can possibly be. Please do remember that all staff are available by appointment to discuss any issues you may have, so do speak to us if you are concerned about anything, however trivial it may seem. The class/form/subject teacher is usually the best place to start with most issues, and Jackie and Kathryn in the Prep office, or Beth in the Pre-Prep office can usually answer most questions about routine matters. Please try not to talk to the class/form teacher for longer than a few minutes at the start of the day when they are trying to register their classes. They will happily phone/email you during the day, or set up an appointment for a longer discussion if necessary.

On the first day of term, all new children (and parents) are encouraged to go straight to their new classrooms where their teachers will be waiting for them from 8.00am. Year 3-8 children should take their games kit bags to their classroom initially. Any new parents who are not sure where these classrooms are should come to the main Reception/Office area and staff will be on hand to direct you! Assuming the playing fields are dry, parents can park on the grass at drop off and pick up, which should make the management of traffic much easier.

Locations of Prep School classrooms!

Year 3RG – C5 (Downstairs, in the New Block, turn right then right)

Year 3CC – C4 (Downstairs in New Block, turn right then left)

Year 4TB – C12 (Upstairs in the New Block, turn left at top of stairs)

Year 4TC - C13 (Upstairs in the New Block, turn left at top of stairs)

Year 4 AH – C14 (Upstairs in the New Block, turn left at top of stairs)

Year 5SB – C1 (Downstairs in the New Block, turn left and through the doors towards the Sports Hall and left again into the classroom)

Year 5SL - C9 (Upstairs in New Block, turn right at top of stairs, then right again)

Year 6LD – M2 (Spanish Room downstairs in Main Building, by Staff Room)

Year 6DC – M6 (Geography Room upstairs in Main Building)

Headmaster - Chris Jones B.Ed (Hons)
Copthorne Preparatory School, Effingham Lane, Copthorne, West Sussex RH10 3HR
01342 712311 office@copthorneprep.co.uk www.copthorneprep.co.uk
Registered Charity Number 270757 Company Registration Number 1239211

Year 7LC – M7 (History Room upstairs in Main Building)

Year 7IP – C6 (RE Room upstairs in New Block, turn right at top of stairs, then left)

Year 8AA – M8 (English Room upstairs in Main Building)

Year 8MA – M5 (Maths Room - Upstairs in Main Building)

Start and End of Day Routine (Prep School)

If children arrive at school before 8.00am they should go to the Rendall Room as usual. It is still possible to book in for breakfast at 7.30am, by prior arrangement, via an email to the school office no later than 4.30pm the previous day.

Classrooms are open and available from 8.00am and Tutors should be present.

Children will need to advise us of their after school choices in the usual way (Home; Activity – Home; Activity – Tea – Home) and then we expect parents to notify the school of any changes to this arrangement, either via the Office until 4.45pm or the duty staff phone after this time (07714 255 324).

Registration takes place in Form Rooms at 8.15am and then Assembly starts at 8.25am. (Please note that lessons still start at 8.25am on Wednesdays).

At the end of the day, all staff supervising activities will be taking a register so it is very important that children attend the club/activity they have signed up for. This should ensure that all children are in the right place. Children expecting to go home at 4.40pm and waiting for parents will be supervised in the New Block. The sign out board will remain in the New Block from 4.40 – 5.30pm and all children must sign out in the usual way. At 5.30pm, children not in tea but waiting to sign out will be moved to the Main Building (French/Spanish/ICT Rooms) as usual.

END OF THE DAY

Please remember that the end of the school day in the Prep School is 4.40pm on Monday/Tuesday/Thursday/Friday. **Wednesday is a 3.45pm finish**, unless children are involved in sports fixtures. After School activities run from 4.40 – 5.20pm in the Prep School, supper in the Dining Room is served at 5.30pm.

SIGNING OUT

All children MUST sign out before they leave the premises, whatever time they leave. With so many different collection times (4.40pm, 5.20pm, 6.00pm, 7.00pm and later) we really do need to know who is on the premises at all times. Children leaving at 4:40pm will sign out with the Gap Students downstairs in the New Block. From 5:20pm onwards, all children will need to sign out with the duty member of staff who will be based by the New Block from 5.20 – 5.40pm. Any child not picked up by approx 5.40pm will go to the Dining Room and then, at 6.00pm, day children will be supervised in the classrooms by the staff room in the Main Building until they are collected.

If you are running late, then the Prep School duty staff carry a mobile phone **(07714 255324)** with them at all times. The School office is manned until 5.00pm, but the duty staff mobile will be answered from 4.35pm onwards.

ACTIVITIES/MUSIC LESSONS

Please note that After School Activities will start on **Monday 10 September**. If your child is interested in learning to play an instrument, and you have not already done so, then please speak to the Director of Music, Sandra Janman (sjanman@copthorneprep.co.uk).

STAFFING NEWS

As you already know, Mr Nathan Close joins Copthorne as Deputy Head and Director of Teaching and Learning, and will be taking charge of the academic side of school life. Mrs Sandra Janman takes on the role of Director of Operations, responsible for day to day routines. Mrs Charlie Lee is Director of Wellbeing, responsible for Pastoral Care, children's welfare, behaviour, discipline and sanctions. Mr Chris Clark is assuming the role of Year 3 and 4 Co-ordinator for this academic year and Mrs Lesley Dodson is our new Year 5 and 6 Co-ordinator, both providing additonal academic and pastoral support to the children in these year groups.

Mr Darren Carrick will be teaching Geography/Games and is a Year 6 Form Tutor. Miss Abigail Humphries will be teaching Year 4 whilst Mrs Jenks is on Maternity leave. Mrs Rosemary Toovey/Ms Karoline Bell are job sharing their Year 4 class and Ms Kati Martyn-Coles, well known to some children as a peri music teacher, will be taking class music in Year 3 & 4 to free Mrs Janman up for her new role. Mrs Sallyanne Laugharne will be teaching Home Economics, following the retirement of Mrs Truesdale. Zoe Thompson-Edgeler is our new sporty Prep School Gapper from New Zealand.

MRS HANNAH JENKS

Baby Dylan was born on Friday 27th July weighing in at 9lb 5ozs. Mother and baby are both fine.

ABSENCE

If children are absent from School for any reason, please do call the relevant office and let us know, as we are obliged to keep records. If your child is off games or swimming then a note should be sent (emailed) to the Tutor for confirmation. We tend not to rely simply on a message from your child!

FOCUS ON KINDNESS, MANNERS, BEHAVIOUR AND APPEARANCE

This term, there will be a renewed focus on the following areas:

- Being KIND to each other
- Opening doors for all adults and allowing adults to go through a door first.
- Saying 'please' and 'thank you'
- Walking in corridors or around the school (rather than rushing or running).
- Looking smart (ties worn correctly, shirts tucked in etc.)

UNIFORM

As I mentioned in my end of term letter in July, all children can return wearing either summer or winter uniform. Parents can help their children to look smart by encouraging sensible haircuts, clean clothes and shoes and taking a real pride in appearance. As you will note from the paragraph above, we will be focusing on 'looking smart' as one of the areas of manners and behaviours in the Prep School we are trying to improve this term.

Simple things like ensuring that children have the correct games/PE kit in School from Monday to Friday (all clearly named) would help make our lives easier. Games kit should come into school on Monday and remain in school all week (unless it gets wet!).

SCHOOL FEES

If you wish to pay these by BACS, please note the following information:-

Copthorne School Trust Ltd
Natwest Bank
Account No: 31370322
Branch Sort Code: 60-06-20

Please use your child's name as a reference so the Bursar can reconcile fees with the correct child (family). It is possible to pay by card in the School Shop if you prefer, or monthly using a third party provider.

BOARDING
As I am sure you are all aware, the School has a "hotel" boarding facility, and children from Year 3 can board on a casual basis or more regularly if they wish. If you are considering a senior school that offers either full/weekly or flexi boarding, then trying out boarding at Copthorne is a very sensible idea. We will be offerering a range of organised activities (bowling, cinema, swimming, cooking etc.) for full time or more regular casual boarders.

Martyn Ansboro or Matron are the people to speak to if you want more information or a tour of the boarding facilities. To book a night, please email boarding@copthorneprep.co.uk

SCHOOL CALENDAR/NEWSLETTER
We are no longer sending home printed copies of the school calendar that lists all the important dates and school events as these are now published on the website. The weekly newsletter, produced on Fridays, always contains the most up-to-date information, so please do read it. It is available by email and is posted on the website, with only a few paper copies produced for those without access to email or the web. The Parent Zone on the website is also a major source of information about School events and copies of all letters are posted on the site www.copthorneprep.co.uk.

"WHERE NEXT AFTER COPTHORNE" EVENING – Tuesday 18 September
We are holding this information evening on Tuesday 18 September, at 7.00pm in the Rendall Room, and any parents in Years 4, 5, 6 (and 7 & 8 if you have not yet decided!) are welcome to attend to begin the process of helping you select a school after Copthorne. Cheese and wine afterwards!

HOLIDAY WORKS
CCTV has been installed over the holiday to add an extra level to site securirty, and monitor traffic movement around the site. Inconsiderate drivers can now easily be identified! Car park potholes have been repaied in the Pre-Prep, various rooms have been decorated, new carpets laid, rooves retiled, a new sick bay has been created, and the Pre-Prep Assembly room and Nursery outdoor play areas upgraded. The annual fire risk assessment and water quality checks have also been completed satisfactorily.

CLARION CALL
As most of you are aware, this system uses email and mobile phone numbers to inform parents of urgent/important news, relevant to all or certain sections of the school. It is vital that we always have your most up to date contact details so please let the relevant Office know of any changes.

LOST PROPERTY
Matron has lots of named items of kit. Tutors will read out the list of names on Monday, and children can them collect this and take it home.

PARENTS ZONE
Please be aware that on the School Website, www.copthorneprep.co.uk, all parents can be given their own login to access letters, photos etc. relevant to their child's year group. To enable this, please click on Parents Zone. If you do not have a login, click on register and fill in the details requested. The invitation code is 55acres.

SAFEGUARDING
All staff have received updated training following changes made to the document "Keeping Children Safe in Education", and one of the points we need to re-emphasise is that **PARENTS ARE NOT ALLOWED IN THE CHANGING ROOMS UNDER ANY CIRCUMSTANCES!**

Please could all parents note that if you are visiting the school between the hours of 8.45am and 4.30pm (Prep school) and 8.45am and 3.30pm (Pre-Prep) you are required to sign in at the main office and collect a visitors pass. Thank you.

SKI TRIP 2019
The trip to Italy departs on Saturday 30 March 2019 (Term ends on Friday 29 March) and returns on Sunday 7 April and I am taking bookings now. Parents could put these dates in your diaries and begin to plan what you could be doing whilst your children (from Year 3 upwards) are having a fantastic time on the school ski trip! I have attached details to this mailing.

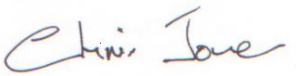
DOOR CODES
Once the main school office is closed, the inner door will be on code lock. If you need to collect your child from the main building, the code is c147 and then turn the handle anticlockwise and push!

I look forward to another busy and successful term, and in particular getting to know all our new families.

The first fun event for children and parents is an informal picnic on Sunday 16 September from 12.00 – 3.00pm on the school fields. Parents should bring their own picnics, and we will organise some impromptu rounders and football for the children.

Please do read and try hard to adhere to the "Driving to school" reminder that follows, and do give yourselves plenty of time at drop off on Monday – weather permitting, parking on the grass will be possible.

With my very best wishes



Chris Jones
Headmaster

Driving to School – important notes for parents!

The following instructions are the norm for all Copthorne Prep School parents after 8.00am, but apply to the **mornings only**.

1. All school vehicles should approach the school from the Dukes Head end via Mill Lane. **Please do not drive up from the Curious Pig Pub,**
2. As many cars as possible should exit down Effingham Lane to the Curious Pig to turn left only. It is possible to return to Copthorne, Crawley, M23, Horley, Balcombe Road, Maidenbower, and Three Bridges etc. via this route. Please DO NOT turn right by the Curious Pig as it is a particularly difficult junction!
3. Cars returning towards the Dukes Head along Mill Lane should take great care and give way to cars approaching the school by the bend close to the junction with West Park Road. Please do not attempt to travel around the bend (which is essentially only wide enough for 1 car) unless you know there is space for you to wait at the other side by the junction.
4. No cars should park on the road outside the Pre-Prep at any stage, morning or evening as this restricts the road to a single carriageway, and children are often left wandering around cars with little parental supervision! This also provides an additional obstruction to Prep School children crossing the road for Games at 3.20 and 4.25pm
5. No cars should enter the school via the exit route in the Kitchen car park at any time of the day.
6. All drivers to drive slowly and carefully at all times observing the 30mph limit that is in force on the public roads and 5mph on the school site! Please do not use mobile phones when driving on the school site.
7. Cars driving down Effingham Lane should give way to any cars travelling uphill due to the deep ditch on the left hand side as you travel uphill.
8. Please show courtesy to other road users, pedestrians and residents at all times. Do not block their driveways.
9. Nursery parents are reminded that they can bring children into the Nursery later if they wish – anytime up to 8.45am.
10. The Early Birds club in the Pre-prep will accept children from 7.30am (for a small charge). Please speak to Mrs Swadling for more information.
11. Prep School parents can drop off from 7.30am at the front door of the main building. The New Block is open and staffed from 8.00am.
12. Car sharing is to be encouraged. Please speak to the Office if you need information about other parents who may live close by.

The main entrance (near the School office) is a good place for a swift drop off for children. Cars can navigate the roundabout and stop momentarily by the front entrance to drop children off before exiting through the main entrance again.

Year 3, 4 & 5 parents should “Kiss & Drop” outside the New Block or park on the asphalt car park, having entered the School from the main entrance and driven past the Chapel and Sports Hall. The exit is a one way route past the Groundsman’s sheds.

Nursery and Pre-Prep parents can also enter the School through the bottom entrance near the Nursery and can access the parking on the road behind the Pre-Prep, exiting at the top by the old groundsman’s sheds following the cones that should prevent the many close collisions we have had in the past.

Please can I remind all parents to drive carefully, and to park responsibly at all times on the School site. As many of you are aware, the car parks are very busy at the start and end of the day, particularly until after school clubs start as everyone is trying to collect at the same time. Please be patient with one another, and do not block the exit routes for parents who have dropped off and wish to leave the site.

Thank you all for your patience and understanding.

4 April 2018

Dear Parents

SKI TRIP 2019
30 March – 7 April 2019

Dates: (Term ends Friday 29 March 2019)
Depart Copthorne by luxury coach on Saturday 30 March 2019 (late afternoon)
Return (morning) on Sunday 7 April 2019, approximately 10.30am

Resort: Pila in the Aosta Valley, Italy staying in the Hotel Dujany

Cost £910 (£10 increase on 2018 price) **No snowboarding options, skiers only**!

Costs include

- Return travel from school by executive coach with DVD, toilet and seat belts
- Full Board hotel accommodation mainly in 2 to 4 bedded rooms all with private facilities
- Ski instruction – 4 hours per day for 6 days in ability groups
- Hot lunches on the mountain at a variety of different venues
- 6 days hire of top quality carving skis, poles and boots and helmets
- Full après-ski programme that could include quiz night, swimming, bowling, karaoke, DVD night, pizza night, ice cream night etc.
- Cross channel ferry crossing/Euro Tunnel and all road tolls
- Full area ski pass
- Ski/boot storage immediately adjacent to the lifts
- Comprehensive winter sports insurance
- Total financial protection through ABTA
- Copthorne 2019 Ski trip hoodie

- **Cost does not include**
- Pocket money (average spend this year was approximately 50 Euros)
- Specialist clothing and ski wear (can be hired through Interski)

Who can go? - I am happy to take children who will be in Years 3 – 8 next academic year. Children only, sadly parents are not invited!

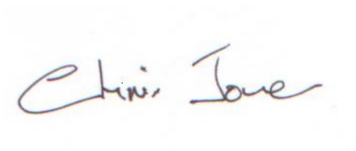
Payment Schedule
The initial deposit is £210, which is payable on booking. *N.B. if your child subsequently decides not to go on the trip, then the deposit is only refundable if their reserved place is taken up by another child.* The balance of £700 can be paid in full or spread over two fee invoices.

Passports/Visas & European Health Insurance Cards (old E111 forms), Consent forms
All children will need to travel on their own valid passport, with appropriate visas if necessary and take their EHIC with them. Once a place has been booked on the ski trip, a comprehensive consent/medical form will need to be completed by parents/guardians.

If you would like your child/ren to join the trip to Pila, please complete the form below and return it to me, together with a cheque for £210 (payable to 'Copthorne School Trust Ltd.') or an email confirming a BACS payment has been made. **Places are not confirmed until the deposit has been received.**

If you need more information, or have any questions then please do not hesitate to contact me at school.

Yours sincerely



Chris Jones
Headmaster

2019 SKI TRIP BOOKING FORM

I would like my son/daughter (name)……....

to be included in the party for the ski trip to Pila departing on 30 March 2019. The all-inclusive cost is £910.

I enclose a deposit cheque (made payable to 'Copthorne School Trust Ltd.'), or BACS payment of £210 to secure my child's place and agree to the payment plan indicated below.

Please circle the corresponding letter that best suits your plans!

Possible payment schedules:-

A) The whole amount of £910 now by cheque or BACS

B) An initial deposit of £210 to secure the place
A second payment of £350 added to your Autumn Term 2018 invoice
A third payment of £350 added to your Spring Term 2019 invoice

If paying by BACS please give your child's name and **SKI TRIP** as a reference.

The School Bank Details are as follows: - Sort Code 60-06-20, Account No. 31370322

Signed……..

Date……

Please return this form together with cheque/cheques (made payable to 'Copthorne School Trust Ltd.') and /or information about BACS payments to Chris Jones (not the Bursar) as soon as possible.

Headmaster - Chris Jones B.Ed (Hons)
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