12 September 2018

Dear Parents

I hope that you and your children have enjoyed the first few days in the Prep School. I feel that the children are all settling in nicely and are becoming used to all the new routines and lessons that they have started this year. The transition from Pre Prep or from a local primary school to Prep school can be a daunting one but I hope that you feel the different things put in place in the Summer Term such as the passport, visits to Year 3 and the Parents' Information evening have made the process a little less stressful.

Your children should have brought home a Prep Diary and also a reading book with a reading record home with them. We ask if this can be brought home every day so that you can check the Prep Diary and also read with your children as often as possible at home. If you could write in the reading record when you have read with your child that would be a great help to us here at school.

Matches start this week and I hope that you have found the school's SOCS website accessible and easy to navigate. All children should be part of a match this term to enjoy the 'match day experience' so please do not be alarmed if they aren't picked in the first week. The A team will always be made up of the best players whilst B and C teams will be rotated to give children a go.

Other websites to bring to your attention are:

- The Parent's Zone for lots of information including school calendars and letters (accessible through the school website)
- The VLE where you will find spelling lists (accessible through the school website. Use your child's login to access)
- MyMaths (login details should be in your child's Prep Diary and can be done at home)
- Sumdog (login details should be in your child's Prep Diary and can be done at home)

Mental maths and times tables tests will be on a Monday whilst spelling tests will be every other week on a Tuesday. Details of these should be found in your child's Prep Diary. Please be aware that we stream for these two lessons.

There have been a couple of issues with children not having the correct kit for games/PE lessons. Please could you ensure that your children have white socks, a pair of trainers and a white PE top in school as these items seem to be missing in some cases. Black games bags and swimming bags should be kept in school throughout the week and taken home on a Friday after school then cleaned and brought back in on Monday. Please can I also remind you that you are not to go into the changing rooms at any time.

If your child requires medication at school then this must be given to Matron who will administer it at the required time during the school day. Please do not leave it in your child's book bag and tell them to take it themselves. If for any reason your child is unable to participate in games, PE or swimming lessons then please send a note to your form tutor who will then log this. Children will only be off games if they have a note from home.

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

Your children will need to make sure they sign out every day before they leave the school site. This is so that we know who is on the site if there were to be an emergency where everyone needs to be accounted for. If you need to take your child to an appointment during the school day then please notify your form teacher of the time you will need to pick up and they will send your child to the office where you can meet them and sign out. When you return to school please drop off again at the school office where your child can sign back in again and return to lessons.

Some dates for your diary:

- **Monday 1st October** – Friday 5th October – Parent's Evening Week (More details to be sent out nearer the time. The late night will be Thursday 4th October).
- **Thursday 8th November** – trip to see the Egyptian Galleries at the British Museum.
- **Thursday 29th November** – trip to the National History Museum to learn more about the body.
- **Thursday 13th December** – Carol Concert at St. Swithun's Church, East Grinstead.

At the bottom of this letter you will find a copy of the school's 'Driving to School' notes which will inform you of the easiest and safest way to drop your children off in the morning. Please do take time to read this information carefully. If you need to drop your child off between before 8am, please send them to the Rendall Room where they can be supervised.

Here's hoping for a fantastic year. If the first few days are anything to go by then I am sure it will be a very successful one. If you ever have any questions or issues please email me on cclark@copthorneprep.co.uk or Mr Glaysher at rglaysher@copthorneprep.co.uk.

Kind regards

Chris Clark
Year 3 & 4 Coordinator