COPTHORNE
PREPARATORY SCHOOL

31 August 2018

Dear Parents

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 Mr Jones about matters to do with the Prep School, and one from myself about Pre-Prep & Nursery matters; with whole school information included in both. If you have children in both areas of the school, the information relevant to the Pre-Prep & Nursery is at the beginning of this letter!

New Children

A very warm welcome to all 35 new children who will join Copthorne on Monday. We hope 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 teachers in Nursery or Pre-Prep are usually the best place to start with most issues, or come to the office to find Beth or me. Please try not to talk to the class 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.

Welcome Picnic

All families are invited to an informal Welcome Picnic on Sunday 16 September from 12 noon to 3pm. This will be held on the field in front of the school buildings, with parking on the Athletics Field over the road. Everyone is welcome; please bring a picnic and trainers: the Jones family and the PE department will be organising rounders and football matches for all! The Nursery & Pre-Prep playground will be available for families with younger children. Do please let us know in the office if you are able to come along!

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 8.10am. 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 classrooms in Pre-Prep

Reception JB & JD	-	Along to end of corridor, turn left
Year 1 HL	-	Far end of corridor on right
Year 1 CF	-	By main doors on right
Year 2 DP	-	Upstairs, turn left
Year 2 EPS/CO	-	Past staircase, down steps and turn right

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

Start of Day Routine

The doors to the Pre-Prep and Nursery open at 8:10am. If you wish to drop off earlier, the Early Birds Club is open to all children and is held in the Pre-Prep Assembly Room (£3.20 from 7.30am, £1.60 after 7.50am).

From 8.10-8.25am, Nursery & Reception children should be taken to their classrooms, where the teachers will be waiting. On Mondays & Wednesdays, Years 1 & 2 children go to their classrooms; on Tuesdays, Thursdays & Fridays, they should go direct to the Assembly Room.

End of the Day

At the end of the day, Reception children should be collected from the outside door of their classrooms, Year 1 children from the inside door of their classrooms, and Year 2 children from outside the Assembly Room steps.

Collection from clubs varies; but don't worry … we will look after the children until you have worked out where to find your child!

Nursery & Pre-Prep finish at 3.30pm every day, with activities from 3.30 – 4.30pm. Waiting House will look after Nursery & Pre-Prep children until 6.00pm every night, including supper in the main school dining room at 5.00pm. The direct line for **Waiting House** is: 07593 708900; this will be answered by Waiting House staff from 3:30-6:00pm.

Door Codes

The code for the gate into the Pre-Prep playground from the carpark is 2 & 4 together, then 3, turn clockwise and push. For security reasons, please do not give this code to anyone else unless they are collecting your child/ren.

Information Meetings – Thursday 6 September – 7.00pm

There will be year group Information Meetings for all parents next Thursday evening, taking place in classrooms.
Following these meetings, a Cheese & Wine Party will be held in the Rendall Room in the main school from around 7.45pm. Please can you let Beth know if you are able to attend.

Uniform

All uniform should be clearly labelled in an obvious place, with sew-in style name labels.

Red Kit Bags & Book Bags

Please do check your child's kit and book bags whenever they come home, to ensure that the correct kit is inside, and that any letters / invitations / works of art are suitably noted!

Swimming

Curriculum swimming will start next week (Monday for Year 2, Wednesday for Reception, Friday for Year 1).
ALL children must wear swimming hats – they are difficult to label, but a biro works best, and doesn't rub off so quickly!

Staffing News

Mrs Jenny Barham joins to teach Reception following the retirement of Mrs Blacker.

On the school's Senior Leadership Team, joining Mr Jones (Headmaster), Mr Miles (Bursar), Mrs Lee (Director of Wellbeing), and myself, are Mrs Sandra Janman as the Director of Operations and Mr Nathan Close as Deputy Head and Director of Teaching and Learning, who will be taking charge of the academic side of school life.

Absence
If children are absent from School for any reason, please let us know as we are obliged to keep records. The direct line number to the Pre-Prep office is 01342 712365; calls will be answered Beth or myself. The Pre-Prep office email address is: preprepoffice@copthorneprep.co.uk.

Activities
After School Activities will start on **Monday 10 September**. Please return the form as soon as possible – it is on the Parents Zone for downloading if your paper copy has gone missing!

Music Lessons
These will also 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).

Parent Zone
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. If you do not have a login to the Parent Zone, click on register and fill in the details requested. The invitation code is 55acres.

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! Various rooms have been decorated, new carpets laid, the Nursery outdoor play areas is now beautifully astro-turfed, the entrance to the car park has been resurfaced and the Assembly Room steps and exterior walls been repainted.

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 Office know of any changes.

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.

School Calendar
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.

Weekly Newsletter
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.

We look forward to another busy and successful term, and in particular getting to know all our new families. Please do read and adhere to the "Driving to school" reminder that follows.

Please do give yourselves plenty of time at drop off on Monday – weather permitting, parking on the grass will be possible.

With best wishes



Susie Swadling
Head of Pre-Prep & Nursery

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.