COPTHORNE
PREPARATORY SCHOOL

every child counts



Pre-Prep Handbook 2018-2019

Copthorne Prep School, Effingham Lane, Copthorne RH10 3HR
Main Office: 01342 712311 Pre-Prep Office: 01342 712365 www.copthorneprep.co.uk

Mission Statement

Copthorne Prep School has developed an outstanding reputation for helping children to realise their full potential. By providing opportunities for all to succeed, children leave us as confident individuals, well prepared for their progression to senior schools of their choice. We inspire all our pupils to become lifelong learners, responsible global citizens and the very best that they can be.

We strive to:-

- Instil a desire for excellence in all areas of learning, celebrating effort as well as achievement
- Offer a well-considered, stimulating curriculum which provides opportunities for children to be challenged, to be curious and to develop as independent learners
- Support talented and enthusiastic staff who seek to enable children to fulfil their potential
- Provide a nurturing environment where all children are happy, valued and encouraged to develop as individuals
- Develop a strong sense of school community that is kind, inclusive and reflects the increasingly diverse and international dimension of school life
- Provide strong pastoral care based on traditional Christian values of mutual respect towards all members of the community
- Develop a partnership with pupils, parents and staff to promote a culture of trust, ambition and high achievement

Put very simply our mission is to

Develop Confidence

Provide Opportunity

Realise Potential

in every child

Curriculum

- Create an environment where a culture of high achievement is established by celebrating excellence, but effort is also recognised and rewarded
- Establish and maintain a curriculum regularly to ensure that it is broad, balanced and relevant, providing opportunities to challenge all children at their appropriate level
- Apply a comprehensive assessment programme across all years to ensure that every child continues to make progress and receives appropriate support and guidance
- Prepare children for the technological future in the best possible way through a regular review of Information Technology facilities and staff development;
- Inspire, stimulate and broaden the learning experiences of our children through the provision of a wide range of extracurricular activities
- Encourage all children to participate in a range of creative and performing arts
- Promote excellence and opportunity at every level in a wide range of sporting activities

Pastoral Care & Wellbeing

- Recognise the importance of Pastoral Care and ensure that the school environment nurtures, supports and safeguards every child, in addition to providing opportunities to discuss mental health and wellbeing
- Encourage all staff to model the expected standard of behaviour and attitudes
- Reinforce good behaviour
- Listen to the voice of the student body and to value their opinions
- Create the opportunity to establish links with national and local charities
- Actively meet the needs of our working parents through extended day care, flexi-boarding, transport and holiday activities

Management

- Recruit, retain and provide development opportunities for all staff
- Ensure that staff are supported through appropriate mentoring, appraisal and training
- Develop Copthorne as a happy and positive environment in which to work
- Work closely with Governors to revise and implement the School Development Plan and manage resources effectively
- Ensure that all compliance and regulatory requirements are met

Site & Buildings

- Provide the best teaching and learning facilities possible to deliver the curriculum
- Ensure welfare and health & safety considerations are prominent in all planning and development decisions

Marketing

- Ensure that Copthorne gains a reputation as the leading independent prep school in the area
- Ensure that current parents are highly satisfied & thus advertising the school on our behalf
- Ensure the public face of the school including publicity material, the website, buildings and grounds is of a high standard
- Maintain and develop a database of ex-pupils and staff
- Enhance links with the local community

Staff and Contact details

Pre-Prep Staff

Head of Pre-Prep & Nursery

Mrs Susie Swadling Cert.H.Ed, Diploma Montessori Ed

Pre-Prep Secretary

Mrs Beth Bateup

Teachers

Reception	Mrs Jenny Barham *BA (Hons) PGCE (Primary)*
Reception	Mrs Jackie Diedericks *BEd*
Year 1	Mrs Claire Frith *PGCE*
Year 1	Mrs Heather Lock *BEd*
Year 2	Mrs Christine Owen *BEd*
Year 2	Mrs Elizabeth Penrose-Smith *PGCE*
Year 2	Mrs Debi Potgieter *HDipEd, SA*
French	Mrs Elizabeth Penrose-Smith
	Mrs Susie Swadling
Music	Mrs Sandra Janman
PE & Swimming	Mrs Jenny Parker
	Miss Molly Heasman

Classroom Assistants

Miss Rachel Calvert *NVQ3, Forest School Level 2*
Mrs Lynnette Grant *NVQ3*
Miss Molly Heasman *NVQ2*
Mrs Louise McBryde
Mrs Heidi Reynolds *NVQ3*
Mrs Emma Smith *NVQ3*
Mrs Sarah-Jane Stevens *NVQ2*

Forest School

Mr Will Lloyd *Forest School Level 3*
Miss Rachel Calvert *Forest School Level 2*

Peripatetic Staff

Mr J Badger *(Football)*
Mrs R Fernandez *(Spanish)*
Mr L Gallagher *(Drama)*
Mrs C Karavioti *(Yoga)*
Mrs L Leighton *(Stringbabies)*
Mr W Lloyd *(Climbing & Abseiling)*
Miss J Mortimer *(Ballet)*
Mrs J Parker *(Swimming)*
Mrs S Parkins *(Taekwondo)*
Mr D Powley *(Golf)*
Mrs A Ryan (*Musical Minis)*
Mr J Tuck *(Chess)*
Mr T Usborne *(Tennis)*

Contact Details

Pre-Prep Office	01342 712365
Coach House Nursery	01342 718585
School Office	01342 712311
Pre-Prep Waiting House	07593 708900
School Shop	01342 713020
Hi5	07718 985349

Mrs Susie Swadling	sswadling@copthorneprep.co.uk
Pre-Prep Office (Beth Bateup)	preprepoffice@copthorneprep.co.uk
Mrs Jenny Barham	jbarham@copthorneprep.co.uk
Mrs Jackie Diedericks	jdiedericks@copthorneprep.co.uk
Mrs Claire Frith	cfrith@copthorneprep.co.uk
Mrs Heather Lock	hlock@copthorneprep.co.uk
Mrs Christine Owen	cowen@copthorneprep.co.uk
Mrs Elizabeth Penrose-Smith	epenrosesmith@copthorneprep.co.uk
Mrs Debi Potgieter	dpotgieter@copthorneprep.co.uk

Mr Chris Jones, Headmaster	cjones@copthorneprep.co.uk
Mr Graeme Miles, Bursar	bursar@copthorneprep.co.uk
Mrs Kathryn Billingham-West	headspa@copthorneprep.co.uk
Mrs Lorraine Joad (SENCO)	ljoad@copthorneprep.co.uk
School Shop	ckinnear@copthorneprep.co.uk
Hi5 Holiday Club	hi5@copthorneprep.co.uk

Daily Timetable

Children should arrive at school between 8.10am and 8.25am. They may come into School with parents, or use the "Kiss & Drop" service outside in the car park.

8.10am	Doors Open
8.25am	School Starts
8.30am	Registration
8.40am	Assembly*
9.00am	Lessons
10.00am	Playtime
10.30am	Lessons
12.00pm	Lunch
12.30pm	Playtime
13.10pm	Lessons
14.45pm	Playtime
15.00pm	Lessons
15.30pm	End of day

* Assembly - Monday, Thursday, Friday and Chapel - Wednesday

Mornings and Afternoons

Reception

In the mornings, all Reception children should be taken directly to their classroom. Children are collected from the outside doors at 3.30pm if they are not involved in an after school activity.

Years 1 & 2

Children in Year 1 and 2 should go straight to either their classroom or the Assembly Hall (as listed below).

Monday	Classroom
Tuesday	Assembly Hall
Wednesday	Classroom/Chapel
Thursday	Assembly Hall
Friday	Assembly Hall

On Wednesday mornings the Pre-Prep Department has a short service in the School Chapel. On this day it is particularly important that your child is in school promptly by 8.25am. If you arrive while we are at Chapel, please wait with your child until we return.

If children are not involved in an after school activity, Year 1 are collected from their classrooms (inside) and Year 2 from the Assembly Room (outside).

Early Birds Club

Early morning care is offered from 7.30am - 8.10am at a cost of £3.20 per session, or £1.60 if arriving after 7.50am. This session takes place in the Pre-Prep Assembly Room.

Waiting House

The after school care club takes place each weekday afternoon, between 3.30 pm and 6.00pm, and your child may have tea in the Prep School at 5.00pm. A charge of £3.00 per 30 minutes will be added to your bill at the end of each term. Children must be collected before 6.00pm. Please make sure you sign up (board at the front entrance of Pre-Prep) to take advantage of this offer. Please collect your children from the Nursery.

What to remember on the first day of each term ...

Red book bag, school tracksuit and PE kit (which needs to be put in the red PE backpack), labelled wellies, and velcro fastening trainers.

There will be a named peg situated near the classrooms which will hold the backpack, blazer and coat. Children should arrive and leave school wearing their blazers. Coats should be left on school pegs. School waterproofs also to be kept at school.

General Information

Absences

If your child is away from school at any time, please email the Pre-Prep Department on preprepoffice@copthorneprep.co.uk or phone on 01342 712365 so that the class teacher can be notified.

Children should not be taken out of school for holidays. In exceptional circumstances, please write to request absence from Mrs Swadling, Head of Pre-Prep.

Assemblies

All children meet for Assembly every Monday and Friday morning; on Thursdays there is a PSHE Assembly for Year 1 & 2. These times provide opportunities for the children to be together and share in singing and prayers. They are also used to celebrate birthdays, award certificates and make general announcements. Every Wednesday, the Pre-Prep and older Nursery children attend a service in the Chapel taken by the Headmaster.

Friday assemblies are used as a forum for rewarding children for hard work or particular effort. Each week a "star of the week" is nominated from each class, and given a sticker and certificate to take home. Every two weeks, the House (Red, Blue, Green or Yellow) which has accumulated the most stars in class is announced and suitably congratulated. This alternates with a Courtesy Award: the class which has collected the most courtesy cards in the previous fortnight is rewarded.

One child from each class is also nominated to sit on the "Good Manners Table" every Friday.

Clubs

Various after school activities are available to all Pre-Prep children. Details are sent out at the beginning of each term, but are likely to include dance, camp skills, chess, football, gardening, swimming and tennis among others.

Committee

The Friends of Copthorne Parent Committee organises several events throughout the school year including a Family Day (held in the Summer Term), a winter shopping evening and Christmas parties for the children. Any help that parents wish to offer is most appreciated. If you are interested in finding out more information about the committee, please contact the Chairman via the School Office.

The parents are also represented by a Class Rep from each class in the school. Their role consists of welcoming new families into the school; occasional representation of the school at Open Mornings; gathering information from parents to feed back to the school management team and liaison with class teachers for class events. If you would like to be your class rep, please email the Pre-Prep office on preprepoffice@copthorneprep.co.uk

Communication with Parents

- All parents of children in the Pre-Prep are invited to an Information Evening early in the Autumn Term to hear about life in the department for the following year. This provides an opportunity for parents to meet socially, to hear details of the curriculum and what the school will expect from your child.
- A calendar of events with the current term and future dates are on the website.
- The newsletter is published weekly throughout the year giving further news, updates and accounts of events which have taken place. This is emailed direct to parents and can also be found on the website.
- Daily notices are posted in our entrance hall and/or on the blackboard outside.
- Parent/Teacher Evenings - There are two parent/teacher evenings during the course of the year. The first is held in October and the second in February. An appointment system is operated and parents may sign up for a convenient time in which to talk to their child's class teacher.
- It is also possible to make an appointment to see the class teacher at any time throughout the school year.
- Reports - Formal reports are written at half term in the Spring Term for years 1 & 2 and at the end of the academic year for all.
- If you wish to see Mrs Swadling, please telephone or visit the office to make an appointment.

Concerns

In the event of a concern about matters in the Pre-Prep Department, the first person to speak to is your teacher then the Head of Department. If there are unresolved issues, these should be taken to the Headmaster. The Complaints Policy can be found on the school website.

Daily Mile

As part of our commitment to health and wellbeing, every morning during playtime, the whole department takes off to the tennis courts or fields to run or walk/run for 15 minutes.

Driving and Parking

The Pre-Prep & Nursery car park is immediately next to the Department. It naturally gets very congested at drop-off and pick-up times.

- The Early Birds Club will accept children from 7.30am (for a small charge).
- "Kiss and Drop" is available outside the gate into the playground. If you are queuing to wait to turn into the Pre-Prep &

Nursery entrance please keep left so as not to block the road.

- Collection from Pre-Prep & Nursery is at 3.30pm, unless your child is attending a club or Waiting House. If our car park is full, please do not park on the road outside. There is extra parking on the asphalt, in the area by the School's main entrance and at the back of the Sports Hall.

The following instructions are the norm for all Copthorne Prep School parents after 8.00am.

- All school vehicles to approach the school from the Dukes Head end via Mill Lane.
- As many cars as possible to exit down Effingham Lane to the Curious Pig to turn left. It is possible to return to Copthorne, Crawley, M23, Horley, Balcombe Road, Maidenbower, Three Bridges etc. via this route. Please try to avoid turning right by the Hedgehog as it is a particularly difficult junction!
- 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 Hill 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.
- All drivers to drive slowly and carefully at all times observing the 30mph limit that is in force!
- Cars driving down Effingham Lane should give way to cars travelling uphill due to the deep ditch on the left hand side as you travel uphill.

Please show courtesy to other road users, pedestrians and residents at all times. Do not block their driveways.

Educational Visits

All classes are taken on educational visits throughout the year. These visits give the children a wide range of educational experiences and are particularly useful as an extension of topic work. Additional costs will be added to the end of term invoice.

Equipment

The school provides all textbooks, exercise books and stationery. There is no need for the children to bring in their own pencil case.

Each child must purchase a red book folder from the School Shop, which should last them throughout the Pre-Prep Department and may be taken up to Year 3 when they enter the Prep School.

Red backpacks - Each child also needs a red backpack for sports kit - again this is available from the School Shop.

Food

Lunch is served in the dining room and children encouraged to try everything on the menu; we are often successful in broadening their taste buds! The children eat together as a class with their teachers. We encourage the children to be experimental while ensuring they enjoy a balanced meal. Any food allergies or intolerances can be catered for and we are a nut-free school. Water and fruit are always available and full menus can be seen on the school's website. We ask that all children are encouraged to hold a knife and fork correctly before starting Reception.

The "Good Manners Table" is specially laid up each Friday, and a child from each class who has demonstrated good table manners, is rewarded by joining Mrs Swadling for lunch.

Water is available in the classroom all day and there is a water fountain outside for use during playtimes. The children are offered milk and fruit at mid-morning break. They are also given a drink and sandwich in the afternoon. Waterbottles can be brought in and left in the classrooms.

You will be asked to complete a form advising of any food intolerances your child may have. If you have any particular concerns, please contact Matron on 01342 712311.

Golden Rules

At Copthorne, we respect and value all members of our community. Our 'Golden Rules' help us to remember how to treat others with respect.

Be gentle	Do not push or shove
Be kind and a good friend	Ask others to join in your games
Listen to each other	Do not all talk at once or interrupt
Be honest	Do not cover up the truth
Look after property	Do not waste or damage things
Work hard	Always do your best

Golden Time

This is a 20 minute session which we timetable every Friday. The children are allowed to bring to school a toy or game to play with during this time. No electronic games please.

The children begin the week with their names on a picture of the sun. Should any children misbehave, their names will be moved to the rain clouds. Further transgression will result in their names moving to the raindrops and they will then miss some minutes of Golden Time. Children start each day on the sunshine! Reception children can also aim to be placed on the Rainbow and the Star for particulary good behaviour.

General Information

Homework

All classes in the Pre-Prep Department have homework during the week. This gradually increases as the child progresses through the department. In Years 1 & 2, the children are asked to revise a spelling list, number bonds or multiplication tables and reading at home, in preparation for testing at school.

Parents are asked to take an interest in homework and help if necessary.

Illness and Medicine

If your child needs to take medicine during school hours, please give the medicine to Mrs Beth Bateup, Pre-Prep Secretary, who will look after it and administer it at the appropriate times. You will be asked to complete a form that records the precise directions for administration.

After any sickness or diarrhoea, children should not attend school for at least 48 hours after they have last been ill.

Injuries

Any child who is injured at school is attended to immediately and the incident is recorded in the accident book. Matron is informed if necessary and if the injury gives concern, parents will be contacted.

Library

There are weekly timetabled sessions for each class in the Library and children are allowed to choose a book to take home. The aim is to encourage a love of reading and we provide a wide range of books, both fiction and non-fiction titles.

Lost Property

If any item of school clothing or school equipment is lost, please report it to the class teacher. A lost property box is stored in the front hall. Items that are clearly labelled can be returned to their owner immediately, so it is important to have all items clearly labelled. Experience shows us that woven, sewn on labels are most durable.

Newsletters (Weekly) and The Review (Termly)

The weekly newsletter is emailed on Friday afternoon providing the office has your details. It is also available on the school website - www.copthorneprep.co.uk The Review is a pictorial summary of the previous term which is distributed at the beginning of each new term.

Playtimes

Our playground, with its astro turf and coloured tarmac, allows the children to have regular outdoor play, whatever the weather. There are two playtimes during the school day, mid-morning and after lunch. If it is wet weather, the children wear their school waterproofs and wellington boots. They are encouraged to play together and make their time outside a happy one for all children. Any form of rough play or play fighting will not be tolerated. Kind behaviour is rewarded with stickers.

Special Needs

The individual needs of the children are of primary concern to all staff members. We have a thorough programme for any child with additional needs - details are available from Mrs Joad, the School's SENCO. The specifics of our offer to children with Special Needs are available on the school website.

Swimming

Swimming lessons form an important part of our curriculum. Children swim on a weekly basis in the school swimming pool. It is an enormous help if your child is able to dress himself/herself when they come to school.

All children must wear a swimming hat. Apart from helping keep the filters clean, children will get less cold if they leave the pool area with dry hair.

Telephone Calls

Our direct line is 01342 712365; please leave a message if the phone is not answered. We will get back to you as soon as possible!

Uniform and Appearance

The uniform list can be found on the inside back cover of this handbook. Please make sure all uniform is clearly named. Children are expected to look smart at all times, with clean uniform and shoes. The children must wear the school uniform (including hats and coats which are all to be purchased from the school shop). Hair must be tied back or cut to a moderate length. Hair gel is not allowed.

Website

The school website is a mine of information: www.copthorneprep.co.uk. You can find details about the curriculum, news items, newsletters, videos, clothing shop, full menus, school governors, scholarships etc. The Parents' Zone has stored all the school letters, class lists, minutes of Parent Rep meetings and the photo gallery. Details of access to the Parents' Zone are inlcuded in the welcome packs.

Art

Art plays an important part in the curriculum and children are encouraged to use a wide range of materials and media. Our aim is to provide opportunities for children to express their thoughts, moods and feelings. We want them to develop observational skills and to record through first hand experiences. The children are encouraged to experiment and explore the use of different materials, tools and techniques to include drawing, painting, printing, 3D modelling and sculpture. As part of our cross curricula studies, the children are introduced to important and significant artists.

Chess

Chess proved to be a popular after school activity for several years and its potential to encourage independent thinking and higher order thinking skills has led us to include it in the timetable for Year 2 children.

Design and Technology

All children are provided with experience of working on design and technology activities using a range of materials and components including reclaimed materials, textiles, clay, food and construction kits. The children undertake a design and technology activity each term.

Pupils learn how to think imaginatively and talk about what they like and dislike when designing and making. They build their early childhood experiences of investigating objects around them. They explore how familiar things work and talk about, draw and model their ideas.

Drama

Drama is an intrinsic part of our curriculum. From an early age the children are encouraged to recite, mime, role-play and story tell. All children enjoy participating in the Christmas Nativity play. Our aim is to teach children to express themselves with confidence. LAMDA lessons are available to individuals at an extra cost; these lessons help to improve confidence.

Forest School

This outdoor learning programme offers all children opportunities to achieve and develop confidence and self-esteem through hands-on learning experiences in the school woodlands. All children in the department have regular access to our Forest School areas.

French

French is taught from the Reception upwards. We aim to provide a logical and coherent programme, with the emphasis on fun. The children learn to communicate, starting with songs, games and finger mimes. They progress through the years with flash cards, sketches and role-plays, and eventually experiment with written language.

Information Technology

All children in the department have access to our computer suite and educational software. Children are taught simple word processing and we hope to develop good mouse control. We also encourage the children to explore the art and design opportunities that the computer offers.

Mathematics

Maths is an important part of our curriculum throughout the Pre-Prep Department. We use the Abacus Scheme as well as White Rose in Reception. There are no artificial boundaries to mathematical knowledge and the children are encouraged to fulfil their individual potential. Pupils have the opportunity for practical experience leading to increasingly formal recording. Mental arithmetic is a vital element in all our classrooms with the children learning addition and subtraction bonds before moving onto multiplication tables. All children have experience of measuring time, weight and capacity. Data handling and graph work is part of the curriculum each year.

Music

Children are encouraged to appreciate and enjoy all aspects of music. Before assembly, we listen to the music of different well known composers as well as singing a hymn each morning.

Each class has one or two music lessons a week. The children's enjoyment of singing is always evident in the Nativity Plays at Christmas and special services such as Harvest Festival and Mother's Day.

When the children reach Year 2, they have the opportunity to learn the recorder as a class activity. They may also learn a musical instrument on an individual basis, at an extra cost. Stringbabies is an extremely popular club, where children learn to play the violin in small groups thus keeping costs down.

Personal and Social Development

Weekly assemblies and lessons are provided for the children to develop self-awareness as well as a respect for the needs of those around them. We feel it is important that children are aware of the feelings of others and that they are encouraged to think about the consequences of their actions. From September 2018, iSpace Wellbeing is being introduced across the whole school; this is a child-friendly approach to starting the conversation about mental health and wellbeing.

The Curriculum

Read Write Inc.

We use the highly regarded Read Write Inc. programme in the Pre-Prep. This robust literacy scheme provides clear, simple procedures and recording systems to track each child's progress. Nursery children start the programme in the summer term before they start Reception. During the Reception year, the children are grouped according to their phonic knowledge to ensure they are taught at the correct level. For three mornings each week, the children enjoy exciting activities to learn their sounds and to improve reading comprehension. Shared reading, proof reading, writing activities and partner work are all important elements. Year 2's who are ready, progress onto the Language and Literacy Scheme.

Reading

We use a number of up-to-date reading schemes in the Pre-Prep, with more able children being encouraged to read from a wide variety of reading material. Our home reading library is extensive and includes non-fiction and fiction titles. The class teacher and assistants hear each child read several times a week, and most children leave the department as fluent, competent readers. The RWI scheme (detailed below) also ensures regular, analytical listening to children reading three times per week.

Reception Classes

The Reception Classes follow the Early Years Foundation Stage Curriculum, which covers the 3 prime areas of learning as well as the 4 specific areas of learning. The Copthorne Pre-Prep curriculum extends beyond this and each child works at his/her own level.

The 3 Prime areas:

- Personal, Social and Emotional Development – This area develops the child's ability to form successful relationships, manage his/her feeling and behaviour as well as giving them the confidence and self-awareness to function in any society.
- Physical Development – Takes place both in daily, outdoor, free play sessions and in structured lessons. Here the children learn to move with confidence, handle equipment safely and to take care of their personal health and well-being.
- Communication and Language – The children's comprehension, listening and speaking skills are nurtured and developed through songs, rhymes and discussions.

The 4 Specific areas:

- Literacy - The children are taught to read and write successfully and with confidence using their phonic knowledge.
- Mathematics – Early number concepts are developed through practical activities and the children explore simple mathematical ideas and language.
- Understanding the World - The wider school community provides exciting opportunities for discovery. The children are encouraged to develop a better awareness of people, cultures, religions and the world. Here we also make use of different forms of technology thus ensuring we keep up with the times.

Expressive Arts and Design – The children are encouraged to explore their surroundings and express ideas and feelings within creative activities such as art, craft, music and dance.

Religious Education

In the Pre-Prep department we follow a broad and varied religious education programme. In our assemblies we sing a hymn and say short prayers together. We visit the School Chapel once a week for a service taken by the Headmaster.

In years 1 & 2, one lesson each week is devoted to religious education. We explore various stories from the Old Testament during the autumn term, leading to the Christmas story. In the spring and summer terms we take a close look at the life of Jesus and His miracles and parables. We consider the implications of His teachings on how we live and treat each other. As well as Christianity, time is also spent looking at other faiths. It is important that children learn to respect and understand the beliefs of others.

For Years 1 & 2, we have a three year rolling programme visiting a Mosque, Gurdwara and Hindu temple.

Science

Science forms a basic part of our curriculum. The aim of the department is to give the children an awareness of their environment, an insight into how things work and to promote curiosity and enthusiasm for the world around them.

Our Science curriculum is divided into topic areas. Each topic is dealt with in appropriate depth for the year group. We are guided by the National Curriculum and make use of computers and interactive white boards.

We also like to emphasise a hands-on approach and whenever possible experiments are incorporated into the timetable. Our topic work may carry across to other areas of the curriculum generating cookery, art work, graphs and creative writing.

Sport

All children in the department have a PE session every week with the emphasis on building and improving co-ordination, balance and confidence. These sessions take place on the games pitches or in the Sports Hall.

Weekly swimming lessons in the school pool from specialist teachers in our school pool; we follow the ASA Swim Badge Award Scheme. As they progress through the school, children are introduced to more formal games and their rules – football, netball, rounders, cricket, hockey and rugby are also on the curriculum. After school clubs give the children further opportunities to develop their sporting skills - football, tennis, swimming and golf are all on offer.

During the summer term, all children in the department take part in Sports Day when parents are welcome spectators.

Girls

* Copthorne Blazer
* Copthorne Tunic
* Copthorne Black Outdoor Coat
* Copthornel cardigan
* Copthornel tie
* Copthorne Waterproofs
  White Shirts
  Long red socks or red tights
* Copthorne Sports Sweatshirt
  Black jogging bottoms
* Copthorne Sports Skort
* Copthorne Sports White Polo shirt
  Black leather shoes
  (not patent and without laces)
  Trainers (with non marking soles)
  Pair wellington boots
* Copthorne Swimming Costume
* Copthorne Swimming Hat
* Copthorne Red Baseball Cap
* Black Winter Beanie
* Copthorne Red Book Bag
* Copthorne Red Sports Bag

SUMMER TERM
(and optional until half term in the Autumn)

* Copthorne summer dresses
  Short white socks

* items must be purchased from the School Shop

Boys

* Copthorne Blazer
* Charcoal grey trousers (winter/spring terms)
* Copthorne Black Outdoor Coat
* Copthorne jumper
* Copthorne tie
* Copthorne Waterproofs
  White shirts
  Long grey socks
* Copthorne Sports Sweatshirt
  Black jogging bottoms
  Pair black cotton PE shorts
* Copthorne Sports White Polo shirt
  Black leather shoes (without laces)
  Trainers (with non marking soles)
  Pair wellington boots
* Copthorne Swimming Trunks/Jammers
* Copthorne Swimming Hat
* Copthorne Red Baseball Cap
* Black Winter Beanie
* Copthorne Red Book Bag
* Copthorne Red Sports Bag

SUMMER TERM
(and optional until half term in the Autumn)

Grey shorts (no exterior pockets)
Short sleeved white shirts

Uniform prices can be found in Uniform Handbook which is in the Parents Zone Website under "Handbooks"

Personal Appearance

- Hair should be well kept in a moderate style without streaks or other colour.
- For girls - shoulder length hair should be tied back off the face or held in a black, red or school uniform band hair accessories
- For boys - hair may not be cut in any extreme style, be coloured or streaked. Use of hair gel is not permitted.
- If the school deems that a hair style is not within keeping of the school culture, your child may be asked to remain at home until the hair has grown
- For girls - no jewellery should be worn, except for one sleeper stud in plain gold or silver in each ear lobe. For boys - earrings and jewellery (except for religious reasons) are not permitted.
- No make-up or nail polish should be worn.

Appointments and Opening Times

In term time the School Shop is open every morning from 8.00 am - 8.45am and Monday and Thursday afternoons from 3.00pm - 5.30pm. Special opening hours are offered during the Christmas, Spring and Summer holidays. The dates will be announced in the Headmaster's correspondence at the appropriate half terms or found on the school website.

Parents of new pupils wishing to buy school uniform from the School Shop should telephone to make an appointment.
All items of uniform, sports clothing and equipment should be clearly marked with the child's name.

The School Shop accepts credit /debit cards.

We expect all children at Copthorne Prep to wear their uniform with pride
as they are representing the school's traditions and values.