COPTHORNE
PREPARATORY SCHOOL



Prep School Handbook 2019-2020

This handbook has been written for parents and children to share.
We hope that it will give guidance during your time at Copthorne.

Copthorne Prep School, Effingham Lane, Copthorne RH10 3HR
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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

Dear Parents

Having chosen Copthorne for your child, you will already know a certain amount about the school and its aims and ideals, especially if your child has come through our Nursery and Pre-Prep Department. However, there will inevitably be aspects of life at the school about which you might like to know more. We have therefore produced this handbook in the hope that it will provide you with the information that you would like.

We have tried to make it fairly comprehensive, so that it can act as a permanent reference while your child is at Copthorne and it covers all aspects of the school from when they first join in Year 3 right through until they finally leave at thirteen. It cannot, however, be exhaustive, so please let us know if there are parts that you feel are either missing or unclear.

There is a separate handbook for the Nursery and Pre-Prep Departments.

Please also note that this booklet is only a guide, and recent changes to procedures and structures within the school may well not be reflected immediately in this handbook. Where significant changes are made, relevant pages of this handbook will be amended and sent out to all parents.

As I repeat in the final paragraph, we recognise that education is a partnership. Close communication between home and school is the key to this partnership. We are a school which wants the very best for every child. We would appreciate your support and co-operation when we request a high standard of dress, work and behaviour. We are proud of our school and expect all children to play their part. The children are, after all, our best ambassadors and we hope that they will be proud to say "I go to Copthorne Prep School."

My sincere hope is that your child will be happy and will flourish here. If problems do arise, as is natural from time to time, then please be assured that we are always here to do something about them, as long as you communicate them to us.

At the end of this handbook (Appendix 1) is a list of the school staff, along with their areas of responsibility, so please feel free to consult any of them about your concerns.

It is usually best to go to the Class/Subject Teacher or Form Tutor first, but please do remember that my door is always open (by appointment via the office) to discuss any problems you may have.

I look forward to getting to know you and your children better in the coming weeks, months and years.

Yours sincerely

Chris Jones

Strategic Aims

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

The Role of our Parents

We believe that parents have a fundamental role to play in helping children to learn. We do all we can to inform parents about what and how their children are learning by:

- hosting annual meetings entitled 'How can I support my child's learning?', in which staff can share advice and ideas on parents' role in their child's learning
- holding regular parents' evenings to explain how children are progressing
- providing information (sent home or displayed on our website) for parents at the start of each term in which we outline the topics that the children will be studying during that term at school
- sending regular reports to parents in which we explain the progress made by each child and indicate how he or she can improve further
- explaining to parents how they can support their children with homework. We suggest, for example, regular shared reading with very young children, and support for older children with their projects and investigative work

We believe that parents have the responsibility to support their children and the school in implementing school policies. We would like parents to:

- ensure that their child has the best attendance record possible
- ensure that their child is equipped for school with the correct uniform and PE kit
- do their best to keep their child healthy and fit to attend school
- inform school if there are matters outside of school that are likely to affect a child's performance or behaviour at school
- promote a positive attitude towards school and learning in general
- help to foster creativity and imagination, through constant discourse and shared experience
- fulfil the requirements set out in the parent contract
- ensure that their child supports school events outside school hours eg Christmas Carol Service, Speech Day and Open Mornings.

Wellbeing

Whether you are 5 or 50 life can be complicated! Here at Copthorne Prep School we help pupils navigate the ever changing world around them. Helping them make sense of this is pivotal to all that we do.

'A Happy Child is a Learning Child'

We are passionate about pupils developing a 'growth mind set' and encouraging all our pupils to 'think', 'understand' and 'explore' both with their academic studies and with their emotions.

This philosophy is integrated into every lesson as well as dedicated 'ispace' lessons in years 1 to 6 and through thought provoking PSHE sessions. Alongside this we have a life coach who works with our year 7's helping them to explore 'who they are' and how everyone has their unique style and should be celebrated. For those needing a little more guidance we have a school counsellor who is in each Monday providing extra support.

'Minds are like parachutes. They only function when they are open.'

Technology has certainly had its impact in the pupils we now teach and it is important we teach them how to be safe on line with 'esafety' being taught from an early age. However it is important to reflect on the impact too much technology has on the pupils and it is important we cultivate a culture of talking 'face to face'. – this goes for parents too!

'There is no app that replaces your lap'

Should you wish to discuss any of these, I would be delighted to speak with you.

Charlie Lee
Director of Wellbeing

Expectations and Behaviour

The school expects a high standard of behaviour. Pupils are encouraged to maintain a good work ethic and good levels of behaviour from the moment they enter the school. Each member of staff is expected to promote self-discipline amongst pupils and to deal appropriately with unacceptable behaviour.

It is understood that there will be variations in staff acceptance and tolerance of pupils' behaviour in class depending on the nature of the class and content of the lesson, but behaviour which does not allow constructive teaching and learning is totally unacceptable and all staff have a duty to ensure that such behaviour is not tolerated and appropriate sanctions are taken.

Due regard is taken of the Equality Act 2010 and reasonable adjustments are made for pupils with SEND.

Our aim is to reward and encourage good behaviour, while sanctions help us to set boundaries and to manage challenging behaviour. In this way, our intention is to help pupils understand what is expected of them and why sanctions may be imposed for inconsiderate and unacceptable behaviour. It is not possible to set out every rule which must be obeyed and they are subject to change from time to time. Consequently, pupils at Copthorne Prep School are encouraged to use common sense at all times and to behave in a way which reflects the best interests of the whole community.

Stars and Minutes off

In the prep school we operate a 'star' and 'minute off' system. 'Effort Stars' count as 1 House Point and can be awarded for any good piece of work, academic or non-academic, citizenship or anything that demonstrates Copthorne's core values. Once a child has reached a certain amount of stars they will be given a certificate to recognise this achievement, for Years 3 & 4 they are given out weekly and for Years 5-8 termly.

If a pupil makes the wrong choice they may be given minutes off, if a pupil is in Year 3 or 4 these will be served each Friday during their Golden time activity. If the pupil is in Years 5-8 they will serve their minutes off on a Friday at break time.

If a child continues to make 'wrong choices' there are further sanctions, such as detentions, loss of break time and suspension.

Parents are asked to look at their child's prep diary each week and sign it so they can praise and encourage their child.

House System

Each child is allocated to one of the four houses when starting at Copthorne Prep School. There are regular house meetings with teachers who represent the house, at which house totals and progress are discussed. The house system aims to encourage healthy and positive competition, co-operation, teamwork and loyalty. The four houses are named after former Headmasters and are Sale, Rendall, Workman and Newton.

Each term the house shield is awarded to the house with the most citizenship stars and they are given a special 'treat'. In the summer term all the inter house competitions as well as the citizenship stars are collated and the winning house gets a very special 'treat'!

Copthorne Prep is your school; respect it and be proud of it. The children must do all they can to make the school one in which all are treated courteously and are happy; where hard work is honoured, fair play in sport is valued and artistic endeavour promoted. Please remember that if there are any acts which harm the reputation of Copthorne Prep School, families, friends and all members of the school community will be affected.

All members of the School should be familiar with the school policies and standards in which guidelines on behaviour are outlined. In addition, the following rules are intended to make life easier for everyone:

- Be polite and show respect to all members of the school community and to visitors
- Move about the school in a quiet and orderly manner and walk, not run, in corridors and on staircases, and keep to the left
- Make every effort to keep the premises and locality tidy. Litter must not be dropped in the grounds, buildings or on the way to and from school
- The children should be aware of the bounds of the School. They may not go outside the boundary of the School during the school day
- Ensure that all clothing, sports kit and personal possessions are clearly marked with your child's name
- Years 5 - 8 are allocated lockers. Under no circumstances are the children to use or tamper with anyone else's locker
- Children should wear their School uniform (as specified in the uniform regulations) with pride and be smart each day, which includes the journey to and from school. You may not go home in your sports kit or home clothes unless permission has been granted. All children should wear their school blazers to and from school.
- Remember that food provided in the Dining Room should be eaten there and not removed elsewhere. Food and drinks should not be carried around the school except for a water bottle. Chewing gum is strictly not permitted
- Children must not bring to school any mobiles, electronic games or money unless permission has been granted
- Arrive promptly in School for the formal start of the day by 8.15am
- Use the main entrance to enter the School before 8.00am and wait in the Rendall Room as the classrooms will not be opened until 8.00am

Please remember that your behaviour out of school reflects on us all. Show courtesy to others, for instance, by making way on the pavement and opening doors. Wear your uniform properly and with pride.

Start and End of Day Routine

If children arrive at school before 8.00am they should go to the Rendall Room. It is possible to book in for breakfast, at 7.30am, by prior arrangement. Classrooms are open and available from 8.00am supervised by tutors. Children will need to advise us of their after school choices in the usual way

- Home
- Activity – Home
- Activity – Supper – Home

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).

At the end of the day, all staff supervising activities will be taking a register. It is very important that children attend the club/activity they have signed up for.

Children expecting to go home at 4.40pm and waiting for parents will be supervised in a classroom in the New Block. The sign out board will remain in the New Block from 4.40pm – 5.30pm and all children must sign out in the usual way.

At 5.30pm, children not in supper but waiting to sign out will be moved to the ICT room.

Children are free to leave at 4.40pm (between 3.45pm and 4.00pm on Wednesdays, unless required for matches*), but may stay for:

- an afternoon activity, (4.40pm - 5.20pm)
- supper (5.20pm - 5.50pm)
- Prep or evening activity (6.00pm – 7.00pm or 8.00pm)

In effect this means that they may be collected at any time between 4.40pm and 8.00pm

After tea, the boarders will go their dorms to change into their home clothes for the evening activities.

On days when there are matches, which may involve your child, the likely finishing time will be published, with the list of the team, in the main corridor. All match details (as well as results and match reports) are found on the SOCS app which can be downloaded on to smart-phones or found on the school website under sports. A password will be needed to access the teamsheets. Timings for the end of school matches and of returning minibuses may vary - approximations are posted on notice boards / SOCS / website with match details.

On Fridays there are not usually many activities after 5.30 pm and it is important that all children are collected before 7.00pm.

On Friday evenings, the weekly boarders will be escorted to London for their weekends at home.

Signing Out

All children MUST sign out with the duty staff immediately prior to leaving the premises so we know exactly who is on the site at all times. Please stress the importance of signing out to your children. The after school duty staff will carry a mobile phone (07714 255324). If you need to contact or leave a message for your child after 4.45pm, please use this number. (It is worth logging this into your mobile phones now!)

Supper

All children are welcome to stay for supper. The day children must inform their form tutors if they are staying for supper.

Extra-Curricular Activities

We hope that all pupils will take advantage of as many activities as possible. Activities take place after school between 4.40pm and 5.20pm and these activities change on a termly basis. Due to the weather and shorter daylight hours, some activities are only offered during one term. We offer a huge variety of after school activities designed to entertain and teach whilst promoting confidence and opportunities. Most activities are free of charge but for some, particularly where we employ an outside coach, we do make a small weekly charge. The activities on offer can be found under the activity information on the Parents' Zone, the parent portal on the school website.

Music

Over 70% of pupils learn a musical instrument within the school. It is our aim to include all these musicians in our varied and busy programme of events. Those who play an instrument and reach a reasonable standard are expected to play in these groups as part of their tuition, and a high degree of commitment is required. There are many opportunities for performance throughout the year in a variety of different concerts.

If you would like your child to have individual music lessons (at an extra cost) please contact the Director of Music, Mrs Sandra Janman by email - sjanman@copthorneprep.co.uk

LAMDA

Children have the opportunity to take LAMDA graded performance examinations. There is a charge for the preparation and entry into these examinations. If you are interested, please email Alison Dawson - alisondawson@hotmail.com

Absence

Permission for absence from school at any time will only be given for exceptional and unavoidable reasons. If absence is necessary, a letter/email of request should be addressed to the Headmaster well in advance of the date in question. Please note the future term dates (published on the school calendar and on the website) to ensure that holidays are not booked during term time.

If your child is absent due to illness, please telephone the School Office on the morning the child is away (after 8.00am). Matron will call parents when a pupil is absent if a telephone message has not been received. Parents should e-mail or write to tutors to give reasons for every absence. In the case of a prolonged absence the Tutor will arrange for work to be set if appropriate. If a pupil is absent as a result of an infectious disease, the School Matron must be notified as soon as this has been diagnosed.

Allergies

If a child has an allergy, the School must be given full details on the school medical form. Matron will distribute details to staff.

Assemblies

Assemblies take place in the Chapel or Rendall Room

Monday - Years 3-8

Tuesday - Years 3-8 which includes hymn practice

Wednesday - Pre-Prep Chapel

Thursday - Years 3-8

Assessments

Formal assessment grades are sent home to parents at the end of each half term, and at the end of each term, and pupils are graded according to their Attitude to Learning (AtL) and Achievement.

Attitude to learning grades will highlight the importance of a pupil's attitude and organisation to their academic success and teachers will use the AtL descriptors in a "best fit" way; there are five descriptors ranging from excellent to poor. The AtL grades and descriptors will also prompt conversations with pupils about their attitude, effort and organisation both in school and, we hope, at home.

Pupil's achievement grades are assessed against expected outcomes, and are assessed as follows:

Achievement Grades	Achievement Definitions
Mastery	Working **WELL ABOVE** Expected Outcomes
Exceeding	Working **ABOVE** Expected Outcomes
Expected	Working **IN LINE** with Expected Outcomes
Developing	Working **TOWARDS** Expected Outcomes
Emerging	Working **BELOW** Expected Outcomes

Each child will also receive a full written report at the end of the Summer Term.

Alongside these reports each pupil will sit Cognitive Ability Tests (CAT4) every September, as well as progress tests in maths and English over the course of the year. In Yr6 many children will also sit ISEB Pre-tests to enable senior schools to begin their selection process. The Headmaster and/or the Deputy Head is always available to discuss the results of these test, and we always encourage parents to speak directly with teaching staff if they have any particular concerns or need any further information.

Bullying

The School does not tolerate bullying of any description and offenders can expect to be reprimanded. If you think your child is being treated unfairly/bullied or are concerned in any way, please contact your child's Class Teacher/Tutor or the Year 3 & 4 and Year 5 & 6 Co-Ordinators. Incidents of bullying at Copthorne are very rare! Pastoral Care has recently been judged as "Excellent" in our last ISI Inspection (May 2015)

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Anti-Bullying

Bullying has occurred when someone deliberately and repeatedly causes someone else to be unhappy. It can be:

Physical:	when someone is hurt
Verbal:	when someone is spoken to in a hurtful way
Extortion:	when someone is forced to give something
Exclusion:	when someone is deliberately left out
Cyber:	when someone is addressed in a hurtful way via the internet or mobile phone

Bullying includes being racist, sexist, or homophobic. Bullies sometimes pick on children on grounds of disability, culture or religious beliefs. At Copthorne Prep School we will not tolerate bullying.

WHO CAN YOU TELL?

Reporting bullying is NOT sneaking. You are doing everyone a favour, so report it if you are being bullied or know of someone who is being bullied.
Firstly try to tell your Form/Class Teacher. Use the "Friendship Box" if you want.
A member of staff must be told at some point, so why not tell them straight away?

WHAT WILL HAPPEN?

- We will listen to you.
- Your Form or Class Teacher, Director of Wellbeing or the Head/Head of PrePrep, will talk to you to find out exactly what is happening.
- They will then talk to the bully to find out their side of the story.
- If possible they will try to get you together to sort out the problem.
- They will make sure that the bullying does not continue by seeing you or the bully on several occasions. You must tell them if it happens again.
- They will protect you. They will ask other pupils or Prefects to help.
- If you feel you are not being helped, then you should see the Headmaster.

WHAT WILL NOT HAPPEN?

- It will not get worse, so don't let the bully threaten you and tell you not to 'sneak'.
- You will not be left alone to fight for yourself. We will help you.

Boarding (Full/Weekly/Overnight)

Parents can book their children in to board via an e-mail to boarding@copthorneprep.co.uk. Further information can be found in the boarding handbook which is available at the school office or on the website. The weekly newsletter and the website list the special event evenings. See separate Boarding Handbook.

Bounds

On arrival at school you are not permitted to play outside, and playing outside after dark is not allowed. The following areas are Out of Bounds, and may only be visited with a member of staff:

- The common and the school gardens
- The area immediately surrounding the nature pond
- The sports field on the other side of the road
- All buildings concerned with maintenance and upkeep of the school and grounds
- Rooms in the school, other than those where you have a legitimate reason to be

Balls, etc., may only be retrieved from these areas with permission from a member of staff. Under no circumstances are you to go onto a roof for these or other purposes.

Breakfast

A cooked breakfast can be provided at a small additional charge. Please contact the Catering Manager, Karen Taplin (ktaplin@copthorneprep.co.uk) for further details.

Break Times

Timings for Break Times - Monday, Tuesday, Thursday and Friday

10.50am – 11.20am	Drinks/biscuits/sandwiches/fruit in Dining Hall
12.30pm – 1.35pm	Lunch
1.40pm – 1.55pm	Lunch - Chapel
3.25pm – 3.30pm	Fruit Break

Timings for Break Times - Wednesday

10.50am – 11.20am	Drinks/biscuits/sandwiches/fruit in Dining Hall
12.30pm – 1.35pm	Lunch - Years 3 & 4
1.05pm – 1.55pm	Lunch - Years 5 - 8

Bus Service

The school operates a number of bus routes servicing Crawley, Horley, Horsham and East Grinstead. Please speak to Mrs Jackie Vinten in the Office if you need more information or email her on jvinten@copthorneprep.co.uk If you would like to obtain your bespoke cost, please contact the school bursar, Mr Graeme Miles by emailing him on bursar@copthorneprep.co.uk

Cakes

Children may bring in birthday cakes to share with their form, but please do not bring them for the year group. We prefer cupcakes as they are easier to share! All cakes must be delivered to the form tutor at the start of the school day. **Please be aware that Copthorne Prep School is a NUT FREE school.**

Citizenship Stars

These are awarded for pupils that demonstrate attributes we aspire for them to use in everyday life, such as kindness, respect and contributions to the school community.

Clothing

Towards the back of this booklet you will find the details regarding the accepted uniform for boys and girls in the school. Pupils are expected to wear correct uniform when travelling to and from school. They must also remember that they are always representatives of the school, and should ensure that they present themselves accordingly. Hair and jewellery requirements are listed under Personal Appearance in this handbook.

Collection at the End of the Day

All children must sign out with the duty staff before leaving the school premises as we need to know exactly who is on site at all times. Minutes off will be given if children do not sign out. The Duty Staff carry a mobile phone (07714 255324) from 4.35pm onwards. Please use this number if you need to contact or leave a message.

Communication with Parents and Guardians

Whenever practical and possible communication from the school will be via Clarion Call email or text message. Please ensure that your filters allow receipt of these communications. The school website and Parents' Zone also publishes all details and stories. Please refer to your joining instructions for the Parents' Zone registration details.

Curriculum

Details about the curriculum can be found on the school website under each year group.

Dental and Medical Appointments

Routine dental/orthodontic/medical appointments should be made during the school holidays or after school whenever possible, avoiding activities to which pupils are committed.

Driving to school

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, and Three Bridges etc. via this route. Please try to avoid turning right by the Curious Pig 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
- Please do not stop n the double yellow lines - only park in spaces provided. This is for the safety of the children
- The gates will not be open until 4.30pm
- Pre-Prep "kiss and drop" is available outside the gate into the playground. If you are queuing to wait to turn into the Pre-Prep entrance please keep left so as not to block the road
- No cars should park on the road outside the Pre-Prep at any time
- All drivers to drive slowly and carefully at all times observing the 10mph 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
- Car sharing is to be encouraged. Please speak to the Office if you need information about other parents who may live close by or information about the school bus service

Thank you all for your patience and understanding.

Effort Stars

We operate a system of 'Effort Stars' for good work or exceptionally good conduct. We use commendations and prizes as means of recognising and encouraging high standards among our pupils.

Equipment

There may be requests from various departments for specific equipment. The calculators recommended by the Maths Department are available from the School Shop. Prior to exams, you can purchase an "exam" pencil case - please contact Mrs Lee. Please can you make sure that your child has one reasonably sized pencil case - we have noticed the pencil cases are growing in a size and in quantity!

Most textbooks today are paperbacks and need protection. The School Shop supplies the school bags required by the school. Pupils are expected to make use of their lockers, and should not carry all their books and equipment with them. Parents are advised that although pupils in Year 5 – 8 are provided with a locker, we cannot guarantee security and pupils should not bring valuable possessions to school. Please ensure that your son's or daughter's possessions are all clearly named. It is very difficult to return lost property to its rightful owner if it is not named.

Food

The school menus are published on the school website. If your child is intolerant of certain foods or cannot eat certain foods due to allergies or religion, please indicate this on the medical form or notify the school office. All diets are catered for by the Catering Manager. **Copthorne Prep School is a NUT FREE school.**

Friends of Copthorne

There is an opportunity to get actively involved in the school either as a Class Rep or joining the Parents' Committee which is responsible for organising the annual school Fête, Quiz Night, Winter Bazaar and occasionally a school Ball. The Parents' Committee have a very important role in the Christmas festivities in the school. Please contact the school office if you are interested in joining the FOC.

Games

If a pupil is to be excused from any Games or PE lesson, an email should be sent to the relevant teacher. The correct 'kit' is to be worn for each sporting activity, and activities held after school. No jewellery should be worn (only stud earrings are allowed).

We encourage and recommend the use of mouth guards, but they are compulsory for hockey and rugby (Years 3 - 8). Copthorne Prep arranges for fitted mouth guards by Guardian Pro during June and September.

In line with guidance from the National Cricket Board, we recommend that all keen cricketers buy their own protective helmets. The school will ensure that helmets are available to any pupil who needs one.

Games clothing and PE kit should be brought to school on Monday and taken home on Friday to be cleaned. All kit (including bags, bat, etc.) must be clearly named. The kit bag must be bought from the School Shop.

Gifted & Talented

The School supports gifted and talented children in a variety of ways. The Director of Teaching and Learning is responsible and can provide more information. For more information, please contact Mr Nathan Close on nclose@copthorneprep.co.uk

Governance

The Headmaster and Senior Management Team are answerable to the governors who meet several times a year. More information about our governors can be found on the school website and after the staff list in this handbook.

Holiday Club - Hi5

The school runs a holiday club during half terms and parts of the school holidays. Hi5 is for Copthorne families only and to book, please email hi5@copthorneprep.co.uk. The dates are published on the school website.

Homework (Prep - predominantly for Years 7 & 8)

As an adjunct to the classroom work, we set the children some work to do for 'Prep'. This may be completed at school in a supervised session or at home. There are several reasons for giving the children prep:

- It provides an opportunity to do some follow-on work from that which is done in the classroom. (E.g. a topic might have been introduced through a class discussion, and prep gives an opportunity for the children to write some notes about it. Or, a practical experiment might have been carried out during the lesson and prep could be used to write up the experiment)
- It can be used to gauge how well a child has understood and remembered a particular topic
- It can be used to practice a new skill, or revise an old one
- It allows the children to develop the skills of following instructions and organising their work and time
- It challenges the children to work on their own with no outside help, and consequently helps to develop self-reliance and self-confidence

We place a high priority on homework being done properly and punctually.

Our children have a long day, so up to and including year 6 we expect children to read for 20 -30 minutes, learn weekly spellings and tables along with revision for occasional tests and exams. In Years 7 & 8, two 30 minute preps are set daily.

Holiday Homework

Older pupils are encouraged to spend some time during the holidays reading or doing revision. Younger children are encouraged to write a "holiday diary". Headmaster Commendations are awarded for well presented and completed diaries!

Illness or Injury

A pupil who becomes ill or injured during the school day will be sent to the Matron. She will assess the seriousness of the incident and either send the pupil back to class, or ring parents to have the child collected. Please do not send your child to school if he or she is ill. Please do not collect your child from school unless you have been telephoned by the Matron. If your child has had a sickness virus, please allow 48 hours before returning them to school.

Insurance

Every pupil is covered for personal accident insurance, the extent of which is explained on the school Website under Policies. If a pupil comes to school with expensive personal equipment, e.g. musical instruments, tennis racquets, cricket bats or hockey sticks, parents should ensure that these items are covered on their own insurance policies as pupils' belongings are not covered by the school's insurance.

iPads - Year 7 & 8

Children in these year groups are given a school iPad to use at school and home to help with their learning.

Learning Support

Learning Support covers many aspects, from the gifted child to the child with specific learning difficulties - dyslexia (underachieving in their literacy skills), dyspraxia (weak motor skills), dyscalculia (underachieving in their mathematical skills) - as well as the child who is a weak speller or reader, perhaps due to being a later entrant into the school.

At Copthorne, children with learning difficulties are taught, where necessary, by a specialist teacher on an individual basis for one or two extra lessons per week. These children need to be taught by a cumulative, multisensory approach, and it is essential for these children to have the support and understanding of their parents. The teachers are aware of any child that they teach, who requires learning support and will refer any child about whom they are concerned, however mildly, to the Head of Learning Support. They will look at the child's work, talk with their Form Tutor, other relevant staff and the Head and, if necessary, give the child some preliminary tests.

Occasionally it will be suggested that a child is referred to an Educational Psychologist who has access to more in-depth tests. Any resulting Education Psychologist Report is then used to inform teachers' planning so that differentiated learning can occur.

An I.E.P. (Individual Education Plan) is designed for every child with learning difficulties by the Head of Learning Support; this is reviewed each term.

If it is clear that a child will not succeed at Copthorne because of major specific learning difficulties, advice will be given on specialist schools or schools with specialist units.

There is a nominal charge for Learning Support of £20.50 per lesson.

Lost Property

It is essential that all items of clothing and footwear and personal possessions are clearly marked with pupils' names so that they can be returned if misplaced. All pupils should make a concerted effort to find their own items rather than expecting staff to locate them. The lost property is located either upstairs outside Matron's office or in the lost property bins in the changing rooms. Named items are listed and this list is displayed on the electronic-noticeboards. All valuables are stored in the school office for claimants to collect.

Lunches

All pupils take the lunch provided by the school. A wide range of menu options is available, including a full salad bar. Please consult the school website for details. If your child's special dietary requirements change, please inform the school in writing.

Matches

If your child is included in a team list for a school fixture, he or she is expected to make the fixture his or her first priority and be available to participate. If for any reason, your child cannot play due to an appointment or other event, please contact the Director of Sport

In the event of an unexpected problem, such as illness on the day of the match, the Director of Sport should be contacted via email as soon as possible. Communication is a top priority so that teams and the school are not let down.

Medical

It is essential that the completed medical form be returned before admission to the school office. Matron should be informed of any significant medical changes or medication prescribed.

Mobile Phones

Mobile phones are not permitted at school unless requested by staff.

Morning Arrangements

- Nursery parents are reminded that they can bring children into the Nursery later if they wish – anytime up to 8.45am
- 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
- Prep school parents can drop off from 7.30am at the front door of the main building. The children are to go the Rendall Room until the New Block opens at 8.00am. Breakfast is by arrangement only - please email Jackie in the School Office (jvinten@copthorneprep.co.uk).

Music

Music is a big part of life at Copthorne Prep and our approach and musical ethos is as follows:

- We offer a great variety of opportunities for musicians of any standard
- We embrace all styles of music
- We believe that music making should extend well beyond graded exams
- We provide 'out of school' opportunities for our musicians

Music lessons take place during school hours on a rota system. Lessons are continued only if the department is assured that satisfactory progress is maintained.

There are concerts throughout the year for both individual and ensemble performances. These are often free of charge and anybody in the school community is invited to attend.

The Music Department offers a wide range of ensembles that musicians are encouraged to join. Please see the website or music department notice board for more information about times and grade requirements. When students are a member of ensembles, regular attendance is expected at rehearsals. We offer tuition on the following instruments:

- Strings: Violin, Viola, Cello, Double Bass,
- Woodwind: Flute, Clarinet, Oboe, Bassoon
- Brass: Trumpet, Trombone, Tuba, French Horn,
- Saxophone, Euphonium
- Percussion: Drum Kit
- Guitar (Classical and electric)
- Piano
- Singing

Commitment is expected and the development of each pupil is closely monitored to ensure that his or her full potential is realised. All fees are payable on invoice to the individual teacher, the rates for these can be found with the school fees information. An average of 10 lessons will take place each term. Further details are available from the Music Department.

Newsletters

Every Friday, a newsletter link is sent via email giving information of the week's achievements as well as diary changes or additions. It is important to read this every week. Copies of all newsletters for the academic year are found on the school website. A hard copy can also be obtained via the school office.

Nut Free School

Copthorne Prep is a NUT FREE school. Under no circumstances can any nuts (children, parents, visitors or staff) be brought on to the school premises.

Off Games

If your child is not fit to participate in games, PE or swimming, an email should be sent to matron (matron@copthorneprep.co.uk) and the Director of Sport (dcarrick@copthorneprep.co.uk) explaining the reason why your child needs to be excused. During the day, Matron will decide if children need to be off games. If children are off games, they should not be running around at breaktimes!!

Open Mornings

There is an Open Morning every term and we will ask selected children to act as guides. Heads of school and prefects as well as scholars are expected to attend all Open Mornings. Dates for 2019/2020 are Saturday, 5 October 2019, Saturday, 1 February 2020 and Saturday, 9 May 2020.

Parents' Evenings and Reports

Children in Year 3 & 4 receive two Parents' Evenings a year, usually timetabled in the Autumn and Spring Terms. Children in Years 5 – 8 will receive one Parents' Evening a year in line with most other schools. Parents are always encouraged to approach the school at any stage if they are concerned about anything, and staff too, will contact parents, irrespective of Parents' Evenings, if they have concerns. Parents of children in Year 5 are also invited to meet Mr Jones or Mr Close, for a one-to-one discussion about CAT (Cognitive Ability Test) scores and future school choices.

Pupils' progress is monitored each half term through "Attitude to work" and "Attainment" grades. These grades are posted on the Parents Portal at the end of each half term. Subject teachers and tutors prepare comprehensive written reports once a year towards the end of the summer term.

Pastoral Care

This is the core upon which the school is founded. Our belief is that a 'Happy Child' is one who can fulfil everything they are capable of in whichever form that takes; whether that is Academic/Sport/Music/Drama etc. The job of the tutors, Year 3 & 4 and Year 5 & 6 Co-Ordinators and the Director of Wellbeing is to harness that talent and let the pupils develop it.

All tutors work hard to ensure that they get to know not only the children but also the parents. All pastoral care issues are dealt with in the first instance by the tutor. Any communication regarding a child's personal development is directed through the tutor in order to maintain a 'one point of contact' approach. A tutor will be responsible for a group of approximately 18 children. They will also undertake the twice-daily registration and ensure that day to day routine is adhered to and that children are organised and ready for the day ahead.

We have a homework diary designed to meet our specific requirements, and this is used to record the effort stars that are awarded to children by subject as well as for manners and kindness. These are collected each Friday, collated, and totalled up in Houses. Competition between the Houses is strong.

Our dealings with children are based on the principle that we trust before we mistrust. We believe that children choose how they behave and should that choice be incorrect we will 'direct' them through a loss of minutes so that the next time the situation occurs they will hopefully make a better choice.

We also employ a part-time counsellor to work individually with pupils and in small groups on one day each week. The counsellor is available at both breaks for children who wish to speak to her.

We pride ourselves on the level of pastoral care we offer and all staff are good at going that extra mile for pupils and parents to ensure that we have in school, children who feel valued, respected and above all are happy.

Pastoral Care Contacts

Mrs C Lee	clee@copthorneprep.co.uk	Director of Wellbeing
Mrs S Swadling	sswadling@copthorneprep.co.uk	Head of Pre-Prep Pastoral Care
Mr C Jones	cjones@copthorneprep.co.uk	Headmaster

Personal Appearance

- For girls - shoulder length or longer hair should be tied back off the face or held in a black, red or a school uniform band hair accessory. Hair should be well kept in a moderate style without streaks or other colour. No hair product to be used. It should be the same length with no shaved area.
- For boys - hair must not be cut in any extreme style nor be shaved, be coloured or streaked or have hair products in it. 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 sleeper studs in plain gold or silver in each ear lobe. No make-up or nail polish should be worn.
- For boys - earrings and jewellery (except for religious reasons) are not permitted.

Personal Data/Photos

The school is GDPR compliant. The school publishes email addresses of parents who have given permission to the Head's PA via the Parent Contract on the Parents' Zone.

From time to time, the children are photographed in school. At times we may wish to use some of these images in publications which go outside school. This may be for the termly review, in local newspapers or magazines or on our website. If you do not wish this to happen with your child, please email the Headmaster's PA on headspa@copthorneprep.co.uk

You are welcome to photograph your child at school events providing the images are for personal use only. Please be aware that these images (which may include other children) must not be shared on social networking sites or other web-based forums, since we regard this as making the image public. Sharing images or uploading them into a public space without permission is likely to be in breach of GDPR.

The school plays are filmed by a professional cameraman and DVDs may be purchased. It is against the data protection law to post images from DVDs on the internet.

More information can be found on the Privacy Notice which is on the school website.

Phones, iPods, Tablets

Electrical equipment from home is not allowed at Copthorne Prep School.

Policies

School policies are frequently reviewed. The latest versions of relevant policies can be found on the school website www.copthorneprep.co.uk/policies. Printed copies of the policies may be obtained from the School Office.

Prep Diaries

The Prep Diary in the Prep School is an essential tool for communication between the child's teacher and parent. It is where achievements are denoted in the form of a star and for misdemeanour's minutes off. Parents are encouraged to look at this on a daily basis and sign it once a week. There is a behaviour contract and targets at the front of the Prep Diary, which will be set by the form tutor at the start of each term.

Pupils are able to see their running total of stars each week, aiming to achieve their Bronze, Silver and Gold certificates for 50, 100, 150 stars respectively. Years 3 & 4 certificates are also announced in the Weekly Newsletter.

Programme of Events

At the beginning of every term, the school publishes a printable calendar which can be downloaded from the school website. This programme of events is subject to change with an updated version on the website.

Pupil Responsibilities

At Copthorne there is much scope for pupils to gain positions of responsibilities.

Heads of School - These are decided upon by staff who take into account pupil's academic, social and moral contribution to the school. In Year 7, children go on a leadership field trip to Wales where they are observed working together in unfamiliar surroundings. The Heads of School are announced at Speech Day (at the end of each academic year). They are expected to fulfil many duties, but their main duty is to be seen as a good role model for the rest of the school. The heads of the school wear a distinctive Copthorne tie with gold and red stripes as opposed to the ties with red stags, worn by the rest of the school.

Prefects - Prefects are decided upon in a similar way to the heads of school. They can be appointed from September onwards in Year 8. They perform many duties and have weekly 'Prefects Lunch'. Prefects wear a different tie to the rest of school to represent their position of responsibility; their tie is black with red stripes.

Monitors - All pupils in Year 8 are monitors and all perform duties (wet break duty, lunch queue supervision etc.) If pupils perform well in these roles they may be promoted to prefects.

House Captains - These are elected within the four houses: Newton, Sale, Rendall and Workman (all named after former Headmasters). House Captains are responsible for giving speeches if their House has won a shield and also organising teams for Inter House events. They will wear a badge in their house colour to denote their status.

Form Captains - Each Form in Years 3-8 elects a Form Captain for that term. Form captains are voted for every term and their role is to help teachers and to represent their form at the termly form captains meeting.

School Council - At the beginning of the Autumn Term, each class votes for a class representative for the school council. This position is held for the academic year. They will attend meetings and be actively involved in representing the views of their class.

Report Cards

A report card is given to a pupil whose academic/behaviour standards are causing concern. There are several levels of 'reporting'. Should your son or daughter bring a report card home to be signed, please take the time to sit down and discuss the card and all its implications with him or her. The Deputy Head will be happy to discuss any concerns in greater detail.

Road Safety

We fully appreciate that the roads around the school are congested between 8.00am – 8.20am and from 3.30pm to 5.20pm but we do ask parents to adhere to the driving rules. At all times whilst driving on school grounds, the speed limit is 5mph. The gates on the asphalt do not open until 4.30pm. You can park in other allocated car parks beforehand. If you wish to kiss and drop, you can do this at the front of the school or outside the New Block. Children must go to the Rendall Room if they arrive before 8.00am.

School Website

The school website has a huge amount of information and you should find the answer to any question you may have about the daily routines, achievements, team sheets, menus, class news, newsletters, curriculum, etc. The Parents Zone is a parent portal which includes class letter, class lists, photos, after school activity details, a Who's Who Guide as well as Parent Rep minutes. The photo gallery is continually updated following school plays, music concerts, outings, etc. You are able to download photos from this site.

SENCO

The School Special Educational Needs Coordinator (SENCO) deals with all aspects of specialist Learning Support. If the school are concerned about children's progress, she should contact parents to discuss if extra support is necessary. Please contact her by email (ljoad@copthorneprep.co.uk) if you have any concerns.

Speech Day

All children from Reception to Year 8 are required to attend the end of Summer Term Speech Day which is usually the first Saturday in July. The Summer Term finishes after Speech Day which is approximately 12.30pm.

Sports

If your child is selected to represent the school in a sports fixture, the following items of information should be of help to you.

Team Selection - Team selection takes place on Monday for a Wednesday fixture. The dates, venues, team sheets and match reports are found on the SOCS smartphone app, the school website or on the sports notice board in the main corridor.

The dates and venues for school fixtures are on the school calendar (found on the school website). Last minute changes to teams are not uncommon due to illness or injury. If your child is selected at short notice, then we will endeavour to notify you by telephone.

SOCS - Instructions for connecting SOCS to your smartphone as well as the password is found in this Handbook before the staff lists.

Illness and Injury - If your child is selected to represent the school but is unable to take part due to illness or injury, please ensure that the team coaches know as early as possible so that they can find a replacement.

Directions - Directions to all away fixtures are available on SOCS or the school website. Parents are welcome at all fixtures and to match tea afterwards.

Transport - Children are usually transported to sports fixtures by either minibus or coach. On rare occasions, we may ask for parents help with the transport. Children are not allowed to travel in other parents' cars without permission. Parents may take their own children home from away matches after tea. Please 'sign out' with the team coach before you leave.

Children playing in home matches and children returning to school from away matches need to 'sign out' in the usual way. Signing out is in the New Block from 3.45pm until 5.20pm. Thereafter, sign out is from the ICT room.

Dogs - Dogs must be kept on a lead at all times. Please do not allow your dogs to foul the school playing fields. Please check with the host school if you wish to take your dog to an away fixture.

Collection Times - After home matches and tea, children are usually free to leave from approximately 4.00/4.15pm. It is probably best if children wait for parents, rather than the other way around. Children not going home at 4.00pm will go to the New Block where they are supervised.

The majority of our away fixtures are within a 45 minute range of the school. This does mean a later collection time following away matches although in most cases children will be back by 5.15pm.

Cricket matches for both the U11's and senior teams often finish at 6.00pm so away teams may not return until 7.00pm. Anticipated collection times are published on SOCS or on the school website.

Team sheets - These are published on SOCS or the website so parents can easily find out if their children are involved in sports fixtures and the times/venues etc. There is a generic password for the teamsheets.

Supper

All children are welcome to stay for supper (5.20pm). The children are asked to let their form tutors know at morning registration if this is their intention. There is no charge for supper.

Sweets

Children should not bring sweets into school at any time unless permission has been given by their tutor.
Chewing gum is NOT allowed.

Telephone

During the day, all telephone calls come to the school office. If you wish to speak to your child's tutor, please ring and leave your name and the nature of your call with the school office. They will arrange to have the staff member ring you back as soon as possible. Children are only allowed to phone their parents by special permission given by their class teacher or tutor.

Waiting House

Children will be supervised in the New Block from 4.40pm until parents collect them. If children are staying for supper, they will go to the dining room at 5.20pm. All other children will go to the IT room (M4) to wait until collected. During the Summer Term, in fine weather, Waiting House is usually outside on the field.

Where Next After Copthorne?

We take great pride in the success that we have enjoyed in placing children at suitable senior schools. It is important that parents think about this well in advance. The following timetable is suggested:

- During Year 5, we hold an information evening for parents to discuss the procedures for moving on to future schools.
- Book an appointment with Mr Jones or Mr Close to discuss your child's future. They are both very familiar with the senior schools and their Heads, in this area and further afield, and can point you in the right direction.
- Senior schools can be very different in their approaches to education and thus in order to gauge the suitability of particular schools and whether they meet the needs of each individual child you will need to consider such factors as:
    - major sports covered and facilities
    - opportunities in the creative arts
    - academic emphasis
    - social mix
    - boarding / day considerations
    - level of fees
    - availability and type of scholarships offered
    - convenience
- Visit these schools and make a short-list of your preferred schools.
- In Year 6 - make your final decision. Please let us know your choice of senior school as soon as you have decided.

Schools we have sent children to in the last few years include: Ardingly, Benenden, Box Hill School, Brighton College, Caterham, Christ's Hospital School, Dunottar, Epsom College, Hurstpierpoint, Lancing College, Lingfield College, Reigate Grammar School, Roedean, Seaford College, Sevenoaks, St Bede's, Tonbridge, Whitgift, Woldingham, Worth.

Sports Website Information

As you are aware, we have now launched our new Sports Website, which can be found by clicking on "Sports" on our main website or by going directly to our Sports Website: http://sport.copthorneprep.co.uk You might want to save the address in your favourites. To see at a glance what's on, where and when - you have a number of choices:

- You can either navigate to our Sports Calendar via the main menu, and then select the day you are interested in and then click the Details link. This shows the venue and if we are playing away will have a link to the location map of our opponent's school. You can also see the team selected for the fixture wherever you see this blue image . Normally we announce team selections at least the day before and in some cases 48 hours before.
- From the Sports Calendar you can also click directly through to a team's fixtures and results listing by clicking the Team's Name. e.g. click on the "Girls U13A".
- If you are following a particular team or teams you can also select Sports & Teams Fixtures & Results from the main menu, select a particular sport and your team to see past results and upcoming fixtures.
- From any teams Fixture list you can "Spy" on the opponents recent results by clicking on the spyglass button , or see the playing record by clicking on this button , or find their location by clicking on the map point button .
- From any team's Fixtures & Results listings you can also download the entire fixture list to your personal calendar on your PC or mobile device (such as an iPhone or iPad). Any changes we make to our fixtures will be synchronised with your personal calendar whenever you connect your PC or mobile device to the Internet.
- If you need to quickly find an away venue for one of our opponents you can either choose the map link directly from a fixture, available via the "details" button as described above, or you can select "Opponent Maps & Links" from the main menu.
- If you are visiting our sports website on your mobile phone you will notice it loads up as a Mobile Web App. Full instructions for how to get the most out of the Web App can be found online by clicking here >>>. The mobile Web App will allow you to access Fixture and Team Sheet information on the go!

Finally, the password for the team sheets is Copthorne2018.

Copthorne Prep Staff

Staff email address: first initial followed by last name @copthorneprep.co.uk

Senior Leadership Team

Mr Chris Jones *BEd (Hons)*	Headmaster
Mr Nathan Close *BA (Hons) PGCE*	Deputy Head, Director of Studies
Mrs Sandra Janman *BEd (Music)*	Director of Operations, Director of Music
Mrs Charlie Lee *BA (Hons), PGCE*	Director of Wellbeing, Head of Maths
Mr Graeme Miles *ACCA*	Bursar
Mrs Susie Swadling *Dip Mont. Ed, Cert H Ed*	Head of Nursery and Pre-Prep, Marketing

Administration

Mrs Beth Bateup	Pre-Prep Secretary
Mrs Kathryn Billingham-West (headspa@copthorneprep.co.uk)	Headmaster's PA, Registrar
Mrs Carole Kinnear	Marketing/Communications, School Shop
Mrs Mandy Marsh	HR Assistant
Mrs Bridget Spencer	Assistant Bursar
Mrs Jackie Vinten	Receptionist

Matron

Mrs Sue Burlinson (matron@copthorneprep.co.uk)	Matron

Pastoral

Mrs Sue Burlinson	Matron
Mrs Linda Martin *BA, MA, Diploma in Counselling **	School Councillor
Mrs Elizabeth Scotcher *	Independent Listener
Mrs Jenny Tower *BEd (Hons)*	Personal Life Coach

Prep School Staff

Miss Amy Adams *BA (Hons)*	Year 7 Tutor, English
Mr Mark Bone *BEd*	Year 7 Tutor, Head of ICT
Mr Steven Bullock *BA (Hons) PGCE*	Year 5 Tutor, DT
Mr Darren Carrick *BSc*	Year 6 Tutor, Head of Geography
Miss Tanya Carter *BA (Hons) PGCE*	Year 4 Class Teacher
Mr Chris Clark *BEd (Hons)*	Year 3 Class Teacher
Mr Nathan Close *BA (Hons) PGCE*	Head of History
Mrs Lesley Coppin *BEd (Hons)*	Year 8 Tutor, Head of Science
Mrs Lesley Dodson *BA, MA*	Year 6 Tutor, Years 5 & 6 Co-Ordinator, Head of MFL
Mr Liam Gallagher *BA (Hons) English Literature*	English/Drama
Mrs Holly Hamps *BA (Hons)*	MFL, Year 5 Tutor
Miss Abigail Humphries *BA (Hons)*	Year 4 Class Teacher
Mrs Sandra Janman *BEd (Music)*	Head of Music
Mrs Hannah Jenks *BSc, (Hons) PCGE*	Year 3 Class Teacher, Years 3 & 4 Co-Ordinator
Mrs Lou Johnson *BA Hons Costume, Technical Effect and Performance*	Head of Art
Mrs Charlie Lee *BA (Hons), PGCE*	Head of Maths
Mrs Sarah Litchfield *MA (Hons), PGCE (Primary Ed)*	Year 5 Tutor, Head of English
Mr Will Lloyd	Forest School
Ms Kati Martyn-Coles *London College of Music*	Junior Music
Mr Ian Pinnock *BA*	Year 8 Tutor, Head of RS, PSHE
Miss Helen Prinsloo, BA	Home Economics
Mrs Rosemary Toovey *MEd, BEd (Hons)*	Year 5 & 6 Teacher

Learning Support

Mrs Lorraine Joad *BA, Level 5 Dip SpLD*	Head of SENCO
Mrs Samantha Bradbury *BA Hons Tourism*	
Mrs Jane Fox *BEd, QTS, OCR cert in SpLD*	
Mrs Helen Godwin *Level 3 Cache*	
Mrs Karen Harris *BTEC, HND (Bus & Fin)*	
Miss Lucy Jones *NVQ3*	
Mrs Natasha Tomkins *Team Teach*	
Mrs Sue Vaughan *BEd*	

EAL

Mrs Karen O'Brien *Level 3 Cache Support in Teaching & Learning*

Staff email address: first initial followed by last name @copthorneprep.co.uk

Sports

Mr Darren Carrick	Director of Sport
Mrs Minnie Jones	Head of Girls Sports
Mr Mark Bone	Swimming
Miss Tanya Carter	Games
Mr Chris Clark	Games
Mrs Lesley Dodson	Games
Mrs Holly Hamps	Games
Miss Abigail Humphries	Games
Mrs Hannah Jenks	Games
Miss Lucy Jones	PE, Games
Mr Will Lloyd	Games
Mr Ian Pinnock	Games
Miss Helen Prinsloo, BA	PE, Swimming, Games
Mr Alan Smith	Games
Mrs Rosemary Toovey	Games

Nursery Staff

Mrs Debby Bohills *NVQ2*	Nursery Assistant
Miss Hannah Davis *NVQ3 (Training)*	Nursery Assistant
Mrs Sharon Ford *NVQ3*	Nursery Assistant
Miss Alexis Henké *EYE*	Nursery Teacher
Mrs Lesley Jubb *NVQ3*	Nursery Assistant
Mrs Helen Lumley *Cert (Higher) Ed, NNEB*	Nursery Teacher
Mrs Heather Powley *NVQ4*	Nursery Deputy Manager
Miss Faye Rumble *NVQ3*	Nursery Assistant

Pre-Prep Staff

Mrs Jenny Barham *BA (Hons) PGCE (Primary)*	Reception
Mrs Jackie Diedericks *BEd*	Reception
Mrs Claire Frith *PGCE*	Year 1
Mrs Sandra Janman *BEd (Music)*	Music
Mr Will Lloyd	Forest School
Mrs Heather Lock *BEd*	Year 1
Mrs Christine Owen *BEd (Hons)*	Year 2
Mrs Jenny Parker *NVQ 3 & Swimming Level 2*	Games
Mrs Debi Potgieter *HDipEd, SA*	Year 2
Mrs Jen Shepherd *BSC, QTS*	Year 2

Learning Support Assistants - Pre-Prep

Miss Nicole Day *NVQ3*
Mrs Lynnette Grant *NVQ3*
Mrs Louise McBryde
Mrs Victoria Pinney *BA*
Mrs Heidi Reynolds *NVQ3*
Mrs Emma Smith *NVQ3*
Mrs Sarah-Jane Stevens *NVQ2*

Gap Students (until Dec 2019)

Miss Alice Capps
Mr Sam Higgs
Mr Jack Larter
Miss Michaela Scott
Miss Zoe Thompson-Edgeler

Hi5 Holiday Club

Ms Sophia Pavlou (hi5@copthorneprep.co.uk)	Manager

Copthorne Prep Staff

email address: first initial followed by last name @copthorneprep.co.uk

Extra-Curricular

Mr Jordan Badger *	Tiny Tekkers Football
Mr Dave Barlow *	Tennis
Mrs Rosa Fenandez *	Spanish
Mrs Veronica Kidd BA (Hons)	Latin
Mr Will Lloyd	Climbing/Kayaking
Miss Rebecca Mitchell *	Street Dance
Mr Taran Nichols *	Fencing
Mr Trevor Norton *	Chess
Mrs Sue Parkins *	Taekwondo
Miss Taylor Parkins *	Taekwondo
Mrs Jo Paterson	Art
Mr Dean Powley *	Golf
Mrs Amy Ryan *	Musical Minis
Mr Jonathon Tuck	Chess
Mr Tom Usborne *	Tennis

Music/Drama

Ms Helen Bowman *	Singing
Mrs Sian Buss *	Trumpet
Mrs Laura Carew-Gibbs *	Singing
Mrs Alison Dawson *	LAMDA
Miss Lindsay Leighton *	Violin
Mr Jeremy Lowe *	Woodwind
Ms Kati Martyn-Coles *	Piano & Flute
Mr Graham Nunn *	Guitar
Mr John Park *	Drums
Mrs Anita Pinnock *	Piano
Mrs Judith Rae *	Cello
Mrs Alison Steynor *	Piano
Miss Georgina Thorburn *	Singing
Mrs Jenny Tristram *	Piano/Flute

Catering

Mrs Karen Taplin	Catering Manager
Mr Peter Bailey *	
Mrs Fiona Edwards *	
Ms Agnese Giangrande *	
Mrs Jemma Moore *	
Mrs Jenny Noyce *	
Mrs Joanna Packham *	
Mr Mike Roberts *	

Maintenance

Mr Ray Nichols	Manager
Mr Gennaro D'Apice	
Mr Tony Ireland *	
Mr Richard Pearce *	
Mr Neil Warnham *	

Bus Drivers

Mr Paul Archer *
Mrs Liz Beasley *
Mr Gary Harte-Lovelace *
Ms Helen Prinsloo
Mr Neil Warnham *

IT Systems Manager

Mr Peter Holt

* do not have school email addresses

Parents wishing to send a letter to the Chair of Governors should write to Mrs K Bell c/o The Clerk to the Governors, Copthorne Prep School – marking the envelope 'Private & Confidential' if necessary.

Kathryn Bell – *Chairman of the Governors*

Kathryn Graduated from Exeter University with a BSc Hons degree in Biology and Geography and a PGCE. She is a chartered biologist and a Member of the Royal Society of Biologists. She has taught for over thirty years in both boarding and day schools, single sex and co-educational, and independent and state maintained schools She is an ex Head of Burgess Hill Girls. Kathryn is a Committee member of the Society of Heads, a member of the Society of Heads' Education Committee and a member of the GSA Education Committee. She is passionate about the Performing and Creative Arts as well as Sport and Outdoor Education. Sadly her competitive netball days are over but still enjoys the occasional umpiring and coaching opportunity and encouraging from the sidelines. She is widowed with four children, three of whom are at university, with the fourth recently graduated, but soon to recommence further study!

Rohit Nathaniel – *Vice Chairman of Governors*

Rohit spent the first half of his career working on the Trading Floors for Global Investment Banks in The City, running Trading & Investment divisions at senior level. He is a Fellow of The Royal Society of Arts and Managing Director of Seraphim Group UK, which is based near Gatwick. He lives locally with his wife Sandra and has three daughters who all attended Copthorne Prep since nursery. The twins Sophie and Rachel are still loving their schooling at Copthorne Prep. Rohit continues with various 'extreme sports' but rugby is now mainly a spectator sport for him these days!

James Abdool

James was educated at Copthorne Prep and Reigate Grammar before graduating with an Honours degree in Marketing and Management Science. James has always worked within the digital media industry and is currently Chief Commercial Officer for a global technology business. Joining the Governing body in 2004, James chaired the Finance Committee before becoming Chair in 2006. His two sons keep him busy with sports and activities shared between Neal (21) at university having left Copthorne Prep in 2010 and Joseph who also left in 2018.

Aileen Baker – *Chair of the Marketing Committee*

Aileen graduated from the University of Glasgow with an MA Honours degree in Sociology and Management. Moving to London in 1998, Aileen has spent the last 19 years working as a Planner / brand strategist for some of London's top Advertising Agencies. She is now a director at an independent agency in Farringdon. Aileen is kept busy by her two boys Arun and Alexander who are both loving life at Copthorne.

Heather Beeby – *Chairman of the Education Committee*

Heather graduated from London University with a BH(Hons) in Biology and Movement Studies and an MA in Science Education. She has taught for more than three decades and is now on her third headship at Lancing Prep at Worthing. Heather has been an ISI Team Inspector for twenty years and has recently been a Director of the IAPS (The Independent Association of Prep Schools). She loves working with children. Heather is married with two grown up daughters and is delighted to be a member of the Board of Governors at Copthorne.

Richard Haworth – *Designated Governor for Child Protection and Staff Liaison Governor*

Richard was appointed a governor in 2008. His two grown up children both went through Copthorne Prep as pupils. He has now been a GP in Crawley for 34 years. He has an MA in Medical Education, teaches adults, mainly in the NHS and advises solicitors who specialise in clinical litigation. He is a keen golfer and photographer who also enjoys rock drumming and is now learning to dance Ceroc style!

Angela Higgs – *Chair of the Finance & General Purposes Committee*

Angela graduated from the London School of Economics before training to be a Chartered Accountant with KPMG, where she was part of their national Charities and Education practice. In 2001 she moved to Worth Abbey where she was the Abbey's Financial Controller and the Bursar for Worth School for 12 years. She now works for Caterham School having worked at Great Ormond Street Hospital Children's Charity. Angela has two sons, Sam and Joshua, who both attended Copthorne Prep, where their respective passions for triathlons and chess were developed.

Breege Jinks

Breege graduated from the University of Wales with a Joint Honours degree in Mathematics and Economics, followed by a period of Postgraduate Research in Econometrics. Breege's Mathematics teaching career commenced in 1982 and evolved into a lifelong passion for School Improvement; ensuring that schools provide a nurturing environment where each child has access to the best possible education. Her Continuing Professional Development included a Diploma in the Management of Mathematics Teaching, an MA in School Improvement and School Effectiveness (Sussex University) and the National Professional Qualification for Head teachers (National College of School Leadership).The last 14 years of her career was spent transforming Teaching and Learning at Seaford College as Deputy Head, a role which enabled her to continue teaching mathematics to Oxbridge Level; a subject that still holds an enduring fascination for her, especially the challenges of teaching this difficult subject. Part of her role as Deputy Head involved sharing her expertise with a variety of schools including Copthorne Prep School. Breege has particular professional experience in using the increasing range of Prior Attainment and Ability data to intervene appropriately to raise each child's attainment. She retired in August 2018 after 38 years working full time, as a mathematics teacher and in a variety of Senior Management roles in both the Maintained and Independent sector and she is now an Educational Consultant. Seaford College has retained Breege's expertise working part-time on a variety of Pupil Attainment Projects. Breege is married with a grown up son and daughter and is looking forward to supporting the exciting future of Copthorne Prep School as a member of the Board of Governors.

Hasmita Kerai

Hasmita is a Chartered Chemical Engineer. She started her career at Black & Veatch in the water process industry and in 2001 she specialised in Health & Safety. Hasmita provides project Health and Safety advisory services to both internal and external clients, identifying hazards at an early stage in design. She is married to Dipak and has two children who attended a local independent school and are now thoroughly enjoying studying at university.

Luke Temple

After schooling at Copthorne Prep and Reigate Grammar, Luke attended university in Durham where he studied Geography at an undergraduate level before completing a Masters in Business Management. He then spent time living in Mongolia and on returning to the UK, worked as a banker for a number of years before qualifying as a solicitor. After a decade in the City, he moved down to Sussex where he now lives with his wife and daughter. Luke is a keen rugby player and joined the Governing body in 2018 where he sits on the Finance Committee.

Robin Workman – *Chair of the Estates Committee*

Attended Copthorne Prep in the 1960's before going on to Kings School, Canterbury. A partner in a firm of Chartered Quantity Surveyors based in Caterham, Surrey. Blessed with two offspring – James who left Copthorne in 2013 and attends Milton Abbey, Dorset. Emily who left Copthorne in 2016 and attends Priors Field School, Godalming.