COPTHORNE
PREPARATORY SCHOOL

30 August 2019

Dear Parents

I hope that you have all enjoyed a wonderful summer holiday, this last week has just been glorious!

There are two separate letters being sent out today, one from Mr Jones about matters to do with the Prep School, and this one from myself about Pre-Prep & Nursery matters; with whole school information included in both.

Thank you to the many parents who responded to the RS Academics Parental Survey towards the end of last term. The feedback has been very positive – although as always there are things that we can do better – but it does seem that we are getting it right for the majority of parents for the majority of the time. The "feedback to parents on the survey findings" produced by RS Academics will be sent to all of you by email early next week.

New Children
A very warm welcome to all 45 new children who will join Copthorne on Monday. We hope all settle in quickly, and that the transition is as smooth as it can possibly be. Please do remember that all staff are available by appointment to discuss any issues you may have, so do speak to us if you are concerned about anything, however trivial it may seem. The class teachers in Nursery or Pre-Prep are usually the best place to start with most issues, or come to the office to find Beth or me. Please try not to talk to the class teacher for longer than a few minutes at the start of the day when they are trying to register their classes. They will happily phone/email you during the day, or set up an appointment for a longer discussion if necessary.

Holiday Works
It has been a very busy summer! This is not an exhaustive list but just to give you a flavour of some of the work which has been carried out:

- The main School Reception building has a new roof;
- The Sports Hall is boasting new red railings;
- A new telephone system has been installed – numbers are still the same!
- 50 new computers have been installed for children and staff;
- Mrs Potgieter's classroom upstairs has been extended into the old IT suite;
- The Pre-Prep IT suite upstairs has been moved into the 'spare' classroom upstairs and has new computers;
- The Pre-Prep office has been redecorated, recarpeted and reorganised!
- The new Marketing Manager will start at the end of September and will be located in the Pre-Prep office;
- The swimming pool is up and running and is looking fantastic;
- In the Nursery there are new steps and hand rails; there are also new basins hopefully alleviating some of the puddle issues! The front outdoor classroom has been extended and the rubber tarmac under the play frame has also been replaced.

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

Information Meetings – Thursday 5 September – 7.00pm

There will be year group Information Meetings for all parents next Thursday evening, taking place in classrooms.

Following these meetings, a Cheese & Wine Party will be held in the Dining Room in the main school from around 7.45pm. Please can you let Beth know if you are able to attend.

Sunday 22 September – Welcome Picnic AND Triathlon

The Triathlon was postponed due to the pool refurbishment last term, and is now taking place on Sunday 22 September. (Registration forms can be found on the website or email preprepoffice@copthorneprep.co.uk). Even if not participating in the Triathlon, all families are invited to an informal Welcome Picnic on the day; further details will be forthcoming shortly.

First day of term

All new children (and parents) are encouraged to go straight to their new classrooms where their teachers will be waiting for them from 8.10am. Assuming the playing fields are dry, parents can park on the grass at drop off and pick up, which should make the management of traffic much easier.

Locations of classrooms in Pre-Prep

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

Start of Day Routine

The doors to the Pre-Prep and Nursery open at 8:10am. If you wish to drop off earlier, the Early Birds Club is open to all children and is held in the Pre-Prep Assembly Room (£3.30 from 7.30am, £1.65 after 7.50am).

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

End of the Day

At the end of the day, Reception children should be collected from the outside door of their classrooms, Year 1 children from Mrs Lock's classroom, and Year 2 children from Mrs Frith's classroom.

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

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

Door Codes

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

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

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

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

Staffing News

As you know Mrs Hannah Jenks returns from maternity to teach a Year 3 class and resume to Year 3 & 4 Co-ordinator role. Mr Rob Glaysher is teaching a variety of subjects for the term, before he takes up his new post in January 2020, and we will be recruiting soon to replace him. Miss Michaela Scott joins us as a new Gap Student, but she knows the school well as she is a former Copthorne Head Girl.

We have appointed Ms Suzanna Harwood as our new Boarding House Parent, responsible for all boarding matters. Although we start this term with 8 full time boarders, we are still very happy to consider "hotel guests" as long as we have space. Suzanna can be contacted on our usual boarding email, boarding@copthorneprep.co.uk

Mrs Mandy Rodgers is now running our school shop, having had experience in the same role at Christ's Hospital School in the past. Her email is schoolshop@copthorneprep.co.uk

Mrs Mandy Huckle joins us as Junior Matron to assist Sue Burlinson. She is a fully qualified and experienced school first-aider, having perfomed this role for many years at Copthorne Junior School.

Miss Michelle Mochi is our new Marketing Manager (starting at the end of September) and Mrs Linda Thompson is a new cleaner.

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

Activities
After School Activities will start on **Monday 9 September**. Please return the form as soon as possible – it is on the Parents Zone. Return via email or paper copy to the Pre-Prep office.

Music Lessons
These will also start on Monday 9 September. If your child is interested in learning to play an instrument, and you have not already done so, then please speak to the Director of Music, Sandra Janman sjanman@copthorneprep.co.uk).

Parent Zone
The Parent Zone on the website is also a major source of information about School events and copies of all letters are posted on the site www.copthorneprep.co.uk. If you do not have a login to the Parent Zone, click on register and fill in the details requested. The invitation code is 55acres.

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

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

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

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

School Calendar
This is published on the website in the Parent Zone.

Weekly Newsletter
The weekly newsletter, produced on Fridays, always contains the most up-to-date information, so please do read it. It is available by email and is posted on the website, with only a few paper copies produced for those without access to email or the web.

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

With best wishes

Susie Swadling
Head of Pre-Prep & Nursery

Driving to School – important notes for parents!

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

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

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

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

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

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

Thank you all for your patience and understanding.

Key Dates for Autumn Term 2019		
Monday 2 September	**8.15am**	**Term Starts**
Thursday 5 September	7.00pm	Year Group Meetings for Nursery, Rec, Year 1, Year 2 and Year 3 Parents followed by Cheese & Wine Party for all.
Wednesday 11 September	7.00pm	Accelerated Reader scheme – Parents' Information evening
Tuesday 17 September	7.00pm	**"Where Next after Copthorne" Evening,** essential for parents with children in Years 4/5/6/7 unless their children are already registered at a Senior School – or they have already met CJ/NC to discuss options Cheese & Wine Party for Prep School parents.
Friday 20 September	8.15am 3.30pm	Coffee Morning in aid of Macmillan Cancer Charity* Tea Party in aid of Macmillan Cancer Charity*
Sunday 22 September		Copthorne Prep School Triathlon*
Monday 30 – Friday 4 October		Year 3 & 4 Parents' appointments to be arranged with class teachers sometime this week as convenient (late night Thursday). Second Parents' Evening scheduled for week of 4 May 2020.
Friday 4 October	9.00 – 12.00	"Working" Open Morning*
Saturday 5 October	10am – 12 noon 12.30pm	Open Morning (selected guides, musicians, artists etc. required) * Old Copthornians Lunch
Friday 11 October	9.00am 10.00am 11.00am	Year 1 & 2 Harvest Festival Service (Chapel)* Prep School Harvest Festival Service (Sports Hall) Nursery & Reception Harvest Festival Service (Chapel)*
Monday 14 – Friday 18 October		Pre-Prep Parents' appointments to be arranged with class teachers sometime this week as convenient (late night Thursday)
Tuesday 15 October	6.00pm	Year 3 and 4 Music Concert*
Friday 18 October	End of School Day	**Half Term Starts** (for 2 weeks)
Monday 4 November	8.15am	School restarts
Tuesday 5 November	6.00pm	Year 5 SB Parents' Evening
Thursday 7 November	6.00pm	Year 5 HH Parents' Evening
Sunday 10 November		Choir singing at Ardingly Choral Society – Haywards Heath*
Monday 11 November	10.15am	Remembrance Day Service (parents welcome at 11.00am for the "Two Minutes Silence" followed by coffee Start of Exam Week for Year 8
Tuesday 12 November	6.00pm	Year 5 SL Parents' Evening
Thursday 14 November	3.30pm	Nursery Parents' Evening
Tuesday 19 November	From 6.00pm	Year 5 & 6 Music Concert (selected musicians only) *
Wednesday 20 November	Early morning	Year 7 & 8 trip to Spain departs (Returns late on Saturday 23rd.)

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Tuesday 26 November	From 6.00pm	Year 8 LC Parents' Evening (children to attend also)
Thursday 28 November	From 6.00pm	Year 8 IP Parents' Evening (children to attend also)
Sunday 1 December	10.00am 2.30pm	Xmas Fair (tbc)* Old Boys & Girls Sports Fixtures
Tuesday 3 December	10.30am	EYFS Nativity play*
Wednesday 4 December	10.30am	EYFS Nativity Play*
Thursday 5 December	2.00pm	Year 1 & 2 Nativity Play*
Friday 6 December	2.00pm	Year 1 & 2 Nativity Play*
Thursday 12 December	7.00pm	Carol Service (East Grinstead) all Year 3 to Year 8 to attend*
Friday 13 December	**3.30/4.00pm**	**Term Ends**
Monday 6 January 2020	**8.15am**	**Term Starts**
Tuesday 4 February		Choir singing at the Young Voices concert at the O2*
Thursday 6 February	6.00pm	Year 7 & 8 Music Concert (selected musicians only) *
Monday 10 February		Week of Year 7 & 8 exams
Friday 14 February		Half term starts after School
Tuesday 25 February	From 6.00pm	Year 7 AA Parents' Evening
Thursday 27 February	From 6.00pm	Year 7 MB Parents' Evening
Tuesday 10 March	6.00pm	Year 6 DC Parents' Evening
Thursday 12 March	6.00pm	Year 6 LD Parents' Evening
Monday 23 March		Week of Year 5 & 6 drama performances*
Friday 27 March		**Term Ends after School**
Saturday 28 March		Ski Trip departs
Monday 20 April	**8.15am**	**Summer Term starts**