COPTHORNE PREPARATORY SCHOOL

13 December 2019

Dear Parents

What a wonderful term! Thank you once again for all your support, encouragement and loyalty.

The recent Friends of Copthorne Christmas Fair was a brilliantly successful event, hugely appreciated by children and parents alike, so all our thanks to Lucy Flood, and the many helpers who rallied round to lend their support. The Class Rep "hampers" were a stunning success again this year and the event raised over £4,000 for the school. Next year, I suggest every class does a "Gin Hamper"!

All the Nativity plays were fantastic events, hugely enjoyed by the audiences packed into the theatre. The Prep School Carol Service was another fabulous evening, with the choirs and readers performing extremely professionally. Well done to all the children who took part in these festive events!

My thanks again to all the staff who have been involved and to all parents who have assisted with costumes and the learning of lines; thank you for having such talented children! Remember, photos of all these events may be found on the password protected "Parents' Zone" section of the website.

We say a very sad farewell to Rob Glaysher who leaves us after just over two years to join the staff at Farringtons School in Kent. We thank him for his efforts at Copthorne and wish him the very best of luck for the future. (He will still be running his cricket coaching evenings at Copthorne!) Judith Selves joins us in January; she is a very experienced Prep School teacher, who will be picking up Mr Glaysher's timetable, and some Year 5 English (Mr Close's set) for the remainder of the academic year.

Alice Capps and Zoe Thompson-Edgeler, our "Gappers", return home to Australia and New Zealand respectively. They have thrown themselves wholeheartedly into everything that they have done at Copthorne and I hope they take away very happy memories and will keep in touch with us in the years ahead. We wish them the very best of luck for the future.

Mikki Scott will be joined by Jordan Thein, Brett Manning, Kaylan Price and Lily Yorke as "Gappers" for 2020.

Finally, on behalf of the staff, can I offer a huge "thank you" for the very generous gifts you have presented to us all. We have been inundated with wonderful presents, for which we are very grateful.

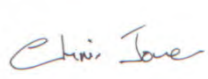
I encourage you to read the following pages that provide advice and information about forthcoming events. It may be worth putting key dates into your diaries now.

The main Prep School office will remain open (mornings only, from 9.00am until 12.00 noon) until Friday 20 December but will then close until the New Year, re-opening on Friday 3 January 2020 at 9.00am.

Please note that term starts on **Monday 6 January 2020**. Music lessons and after school activities for both Pre-Prep and Prep will also re-commence on this day.

Have a very "Happy Christmas" and I look forward to seeing you in the New Year!

Yours sincerely



Chris Jones
Headmaster

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Prep School Citizenship, Attitude to Learning and Progress prizes
Congratulations to the following children who have been awarded prizes for this term.

3CC	Citizenship Prize	William Collins
	Attitude to Learning	Riann Joseph
	Progress Prize	Mahi Parekh
3HJ	Citizenship Prize	Aiyana Foord
	Attitude to Learning	Avyanna Singh
	Progress Prize	Beau Powell
4TC	Citizenship Prize	Niamh Grace
	Attitude to Learning	Goshan Arwindran
	Progress Prize	George Lear
4AH	Citizenship Prize	Nabela Alemam
	Attitude to Learning	Mia Flood
	Progress Prize	Lamar Zuni
5SB	Citizenship Prize	Connie Stacey
	Attitude to Learning	Matilda Henson
	Progress Prize	Jamie Lord
5HH	Citizenship Prize	Eddie Lawrence
	Attitude to Learning	Jiya Zala
	Progress Prize	Hope Morgan
5SL	Citizenship Prize	Lucy Hamps
	Attitude to Learning	Freddie Gibson
	Progress Prize	Caden Moodley
6DC	Citizenship Prize	John Hatherill
	Attitude to Learning	Jemima Birt
	Progress Prize	Amy Brannigan
6LD	Citizenship Prize	Jennifer Klein
	Attitude to Learning	Pippa Aston-Dive / Ruby Mitchell
	Progress Prize	Ryan Lazarus
7AA	Citizenship Prize	Arun Baker
	Attitude to Learning	Lowenna Fox
	Progress Prize	Ella Christopherson
7MB	Citizenship Prize	Gabriella Gibson
	Attitude to Learning	Nathan Lowe
	Progress Prize	Tayla Smith
8LC	Citizenship Prize	Matthew Bigwood
	Attitude to Learning	Andrew Potter
	Progress Prize	Simi Akingbade
8IP	Citizenship Prize	Sam Risley
	Attitude to Learning	Ava Floyd
	Progress Prize	Matthew Foss

Pre-Prep Autumn 2019 End of Term Certificates

String Babies	Reception: Adam Mason Year 1: Sienna Makolski Year 2: Rian Patel
Football & Multi sports	Nursery: Emma Hogben-Gazzaway Thomas Ball Reception: Elliott Cox-Goodsell Year 1: Charlie Flood Year 2: Maddy Lowe
IT Club	Year 1: Jensen Richards Year 2: Lucas Terry
Climbing	Year 2: Jude Birt
Tennis	Reception: Lottie Lawrence Year 1: Emelia Ball Year 2: Fleur Hunt
Spanish	Nursery: Hatty Lowe Reception: Evangelina Suresh Year 1: Amber Peterson Year 2: Ava Searle-Dighton
Street Dance	Nursery: Sadie Curtis Jenkins Reception: Annika Soni Year 1: Phoebe Pickering Year 2: Matthias Ohlsson-Baskerville
Chess	Year 2: Samuel Shah
Lego	Year 1: Kai Subramanian
Taekwondo	Year 2: Amari Gawanab
Ballet	EYFS: Zachary Layton Year 1: Sophie Askew Year 2: Laila Alemam
Musical Minis	Nursery: Ernest Bird
Pottery	Year 2: Aidan Skelton
Choir	Pre-Prep: Aidan Burnside & Valentina Lazaro-Silver
Art	Reception: Finlay Ballard Year 1: Millie Sneyd
Swimming	Reception: Alfred Bird Year 1: Zeel Shah Year 2: Jasmine Spencer

Start and end of day routine (Years 3-8)
A reminder to all parents and children of the start and end of day routines!

The New Block is unlocked at 8.00am, when staff are available in tutor rooms and a member of the Senior Leadership Team is present to welcome children and parents. If you arrive early, children should wait in the Rendall Room under staff supervision until 8.00am.

At 4.40pm, all staff running clubs will be taking registers to check that children are where they should be and those who do not appear will be tracked down! For this reason, it is vital that the school is informed by parents in advance of any changes to children's plans, so we can amend our lists and do not spend time looking for children who have already gone home.

Please remind your children that they **MUST** go to the activity they have signed up for **AND** sign out with the duty staff at the end of every day, whatever time they go home. It is vital that we know exactly who is on-site in case of a fire and letters to parents are often sent home via the sign-out board. Children who forget to sign out will find themselves receiving minutes-off!

On Wednesdays, pick-up is at 3.45pm and children who have not been involved in sports fixtures are supervised in the New Block until they are collected. Those returning from fixtures must also go to the New Block, where they will sign out when collected. Children should never be unsupervised at any stage. On Thursdays, the end of the day is still 4.40pm, with the exception of Year 3 & 4 children who can leave with their parents after the sports fixtures if appropriate.

The sign-out board is downstairs in the New Block until about 5.30pm, after which it moves to the Dining Room, and all Prep children still on site will also be escorted to the Dining Room and parents will need to collect and sign them out from there.

Waiting House (Nursery-Year 2)
If you need to book your child in, or ring to say that you will be late, please call the dedicated Waiting House telephone number: 07593 708900.

Early Birds (Nursery-Year 2)
This early morning club is available in the Pre-Prep Assembly Room for all Pre-Prep and Nursery children from
7.30am - 8.10am every morning. It is not necessary to book and is charged at £3.30 from 7.30am or £1.60 from 7.50am.

Site Security
Please can I remind all parents that apart from the start and end of each day, spectating at sports fixtures, and attendance at specific events in the Theatre or Rendall Room, parents in school need to book in at the Main School Office. Parents really should not still be in classrooms after 8.25am as lessons begin shortly after this time and the Asphalt Car park gates will be closed between 8.25am and 8.30am by the SLT member on duty. Latecomers need to report to the Office.

CAT Scores/future school choices
Every parent from Year 2 to Year 8 will have received these Cognitive Ability Scores from the school. Mrs Swadling, Mr Close and I are always available (by appointment, please) to discuss these scores with you. For Year 5 parents in particular, these scores are very important in helping parents select the right type of schools to fit their child, and I think that Mr Close or I have seen the majority of Year 5 parents to have this discussion**. If you are a Year 5 parent and have not seen either one of us to discuss CAT scores and future school options, please can I encourage you to make an appointment via Kathryn at the start of next term. As a general guide, children need to be registered at a Senior School(s) by the end of Year 5.**

Calendar Dates
Key dates (not Wednesday/Thursday fixtures) are attached to this mailing and the school calendar is continuously updated and may be found in the password protected "Parents' Zone" section of the web site. Also attached to this mailing are term dates for 2020/21. I hope these dates give you sufficient notice to plan your diaries well in advance. Please do not book holidays in term time; there are 18 weeks each year available for holidays!

Changing Rooms
In line with our safeguarding policy, we must insist that parents do not enter the changing rooms under any circumstances.

Uniform and appearance
Please may we ask you to check your child's uniform! We have noticed lots of cardigans and jumpers with very frayed cuffs and/or holes which do not fit in with our standard of uniform. It has also been noticed that some of the kilts and skorts are inappropriately too short - the length of a kilt needs to be on the knee or just below and skort length needs to be about mid-thigh. Again, as so many clothes are going missing, may we remind you that all uniform should be named (guidance on the correct positioning of name tags may be found in the Uniform Handbook on "Parents' Zone"). If you find any extra clothes in your sports bag, it would be much appreciated if they could be returned to school to be reunited with their rightful owners!

As previously communicated, girls should have their hair neatly tied back (if longer than shoulder length) and neither boys, nor girls, should be using gel or wax hair products. We have noticed that some of the boys' hair length is also becoming too long! Please can parents help us by encouraging smart haircuts, clean shoes and taking a real pride in appearance.

The uniform shop will be opening on Friday 3 January from 1.00pm to 4.00pm. Please note that no appointments are necessary.

Ski Trip
Children already committed to the March 2020 trip will receive information and forms to be completed (and returned at the start of the Spring Term) in this mailing.

Future Term Dates

Autumn Term 2020

Staff Inset	Tuesday, 1 September
Staff Inset	Wednesday, 2 September
Term Starts	Thursday, 3 September
Half Term after school	Friday, 16 October
School re-starts	Monday, 2 November
Term Ends (from 3.30pm)	Wednesday, 16 December

Spring Term 2021

Staff Inset	Tuesday, 5 January
Staff Inset	Wednesday, 6 January
Term Starts	Thursday, 7 January
Half Term (after school)	Friday, 12 February
School re-starts	Monday, 22 February
Term Ends (from 3.30)	Friday, 26 March

Summer Term 2021

Staff Inset	Monday, 19 April
Staff Inset	Tuesday, 20 April
School Starts	Wednesday, 21 April
Bank Holiday	Monday, 3 May – No School
Half Term (after school)	Friday, 28 May
Year 8 depart for France	Saturday, 5 June (return Saturday 12 June)
Year 7 depart for Wales	Sunday, 6 June (return Friday 11 June)
School restarts	Monday, 7 June
Term Ends (12.30pm)	Saturday, 10 July (after Speech Day)

Key Dates for the Spring Term 2020		
Monday 6 January	8.15am	Term Starts
Saturday 1 February	10am -12 noon	Open Morning
Tuesday 4 February		Choir singing at the Young Voices concert at the O2 – late return
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	4.40pm	Half term starts after normal school day
Tuesday 25 February	From 6.00pm	Year 7 AA Parents' Evening
Thursday 27 February	From 6.00pm	Year 7 MB Parents' Evening
w/c Mon 2 March		Pre-Prep Parent Consultation week
Thursday 5 March		World Book Day & Dress Up day
Tuesday 10 March	6.00pm	Year 6 DC Parents' Evening
Thursday 12 March	6.00pm	Year 6 LD Parents' Evening
w/c Mon 16 March		Nursery Parent Consultation week
Monday 23 March		Week of Year 5 & 6 drama performances
Friday 27 March	From 3.30pm	Term Ends after School
Saturday 28 March		Ski Trip departs (returns on Sunday 6 April)
Key Dates for the Summer Term 2020		
Monday 20 April	8.15am	Summer Term starts
Saturday 2 May	10am – 12 noon	Open Morning
w/c Monday 4 May		Year 3 & 4 Parent consultations to be arranged this week
Friday 8 May	Bank Holiday	Change of date from Monday 4 May - VE Day
Monday 18 May	Mon - Thu	Final CE/CAS exams for Year 8 End of year exams for Year 7
Friday 22 May		Prep School Sports Day Half term starts after school (from 4.00pm after Sports Day)
Saturday 30 May	3.30pm (tbc)	Year 8 children depart for France (return on Saturday 6 June)
Sunday 31 May	9.00am (tbc)	Year 7 children depart for Snowdonia (return on Friday 5 June)
Monday 8 June		Start of the Year 8 Enrichment programme
Thursday 18 June	10.30am 1.30pm 6.00pm	EYFS Sports Day Year 1 & 2 Sports Day Young Musician of the Year Competition
Monday 22 June		Week of the Senior drama production
Friday 26 June	7.00pm	FOC Quiz Night (tbc)
Sunday 28 June	11.00am	FOC Family Fun Day (tbc)
Wednesday 1 July	8.45am	Pre-Prep & Oaks End of Year Concert Year 8 leavers cricket/rounders v their parents
Saturday 4 July	10.30am 12.15pm	Speech Day Term ends