



"The Oaks CE Learning Federation aims to serve its communities by providing an education of the highest quality within the context of Christian belief and practice."

Everything you need to know about your child starting school at Copythorne



We're pleased to meet you!

It is with great pleasure that we welcome you to The Oaks CE Learning Federation. We are a family of three small Church Infant Schools based in the villages of Copythorne, Lyndhurst and Netley Marsh, who all work closely together under the leadership of our Federation Headteacher and Governing Body. In partnership with our parents, we aim to ensure children grow up to lead safe, happy, healthy and successful lives by providing the highest standard of education within a Christian environment, giving the opportunity for each child to attain their own, full potential.

With Federation status we are in the exceptional position of each of our three schools being able to share expertise and resources and are therefore able to achieve more together than any one school can individually. However, as you will see for yourself, it is important to us to retain each of our three schools' unique and individual characters within their own community.

During their time with us we will develop the skills, knowledge and personal qualities that will enable our children to be confident individuals, successful learners and responsible citizens throughout their lives.

We hope you find this pack answers your questions but if you would like further information, or to visit us, please do contact us.

As the Executive Headteacher I look forward to welcoming you to our schools.

Mr M Bowen
Executive Headteacher



Welcome to Copythorne CE Infant School, a branch of The Oaks CE Learning Federation

On behalf of all members of the school staff, we would like to extend to you a very warm welcome to our happy and caring school.

In the three years that your child will spend with us we will endeavour to promote their confidence and independence, and develop their potential to the full. Our ultimate aim is to enable all our children to develop the confidence and enthusiasm to become life-long learners.

The school believes that your role as interested and involved parents is vital, and wishes to forge a very strong partnership with yourself and your child.

We look forward to building this important relationship with you, and to working and sharing together in the development of your child.

We encourage you to chat to me and other staff if you have any concerns. As part of your child's induction, should you wish to share any specific information about your child's needs, please contact the school to arrange a mutually convenient time to do so.

Mrs Mary Flynn

Deputy Headteacher



What does it mean to be a Church School?

Church schools have Christian beliefs and values at their heart. This means that every child and adult associated with the school is not just important because they are members of the school but also because they are seen as unique individuals within God's creation.

As a Federation of Church schools we recognise that as well as academic and emotional intelligence human beings also have spiritual intelligence. The spiritual aspects of the life of our children and their families are nurtured alongside their academic and emotional needs.

More information about [being a Church school](#), our [SIAMS Inspection Outcome](#) and our [Values](#) are on our website.

Learning through play...

Play underpins the Early Years Foundation Stage. It also underpins learning and all aspects of children's development. Through play, children develop language skills, their emotions and creativity, social and intellectual skills.

For most children their play is natural and spontaneous although some children may need extra help from adults. Play takes place indoors and outdoors and it is in these different environments that children explore and discover their immediate world. It is here they practice new ideas and skills, they take risks, show imagination and solve problems on their own or with others.

The role that adults have is crucial. Adults provide time and space and appropriate resources. These might include clothes, boxes, buckets, pictures, books, artefacts that will inspire play and fire children's imaginations. Adults observe play and join in, watching and listening before intervening. They value play and provide safe but challenging environments that support and extend learning and development.

In addition to the wide range of play based opportunities planned by your child's class teacher, they will also take part in small group activities at various times throughout the day.

Early Years Foundation Stage Curriculum

The Early Years Foundation Stage is a framework for children from birth to the age of 5. Children in Foundation Stage (commonly known as Reception) at The Oaks CE Learning Federation are experiencing their final year of the Early Years Foundation Stage curriculum.

To support children's learning the teaching staff will help children to develop key characteristics of effective learning. There are three main areas.

Playing and Exploring

This experience encourages children to 'have a go'. Children investigate and experience things.

Active Learning

This experience develops children's concentration and encourages them to 'keep on trying' if they encounter difficulties and to enjoy their achievements.

Creating and thinking critically

Children are encouraged to have and develop their own ideas, make links between ideas and develop strategies for doing things.

Learning and development

Your child will develop their characteristics of effective learning as they learn and acquire new knowledge and demonstrate their understanding through seven areas of learning and development. These are:

- ✓ Communication and language
- ✓ Physical development
- ✓ Personal, social and emotional development
- ✓ Literacy
- ✓ Mathematics
- ✓ Understanding the world
- ✓ Expressive arts and design.

These 7 areas will be used to plan your child's learning and activities.

In addition, children will follow a Religious Education curriculum called Living Difference 3, which is the locally agreed syllabus for Hampshire, Southampton and Portsmouth. At the end of the Foundation Stage teachers will assess your child's attainment against the Early Learning Goals.

Working together

When parents and teachers work together there is a positive impact on children's learning and development. Our primary aim is that your child is settled and happy at school. Please do chat to staff at the end of the school day if you have any questions... often things can be quickly sorted and queries answered.

Teachers will provide guidance on how parents can support the development of their children's academic skills at home. We really encourage you as parents to read for at least 10 minutes a day with your child. Reading stories with rhymes and patterns will really help to support their reading development.

Preschool settings

We understand that the children are currently in a range of preschool settings, including childminders and larger day nurseries. We try to visit all children in their settings. If this is not possible, we will gather information via a phone call / teams meeting.

Home visits

What is a Home Visit?

Before children start school two members of staff will make a visit to your home to meet you and your child.

Why do we make a Home Visit?

Visiting you at home is a good idea because it is a place where your child feels comfortable and relaxed. When you welcome us into your home, your child sees us getting along well. Children need to see that the people who are going to be caring for them are friendly and trusted by you.

What do we do when we visit you?

When we visit we would really appreciate it if you can hang your balloon outside, (this will be in your pack we give you at the last stay & play session), it really helps us to find your home! The purpose of the home visit is to come to chat about your child and answer any questions that you may have about them starting school. We like to find out more information about your child. The visit will last about twenty minutes. We usually bring a special box to share with your child and then ask that they make their own box of special things to bring into school when they start.

When do we visit?

Home visits will be on 4th, 5th & 8th September 2025. We will contact you in advance to let you know when your appointment is.

What do other parents/carers say about Home Visits?

Parents/carers are very positive about Home Visiting. They say that it helps their child settle quickly into school. It is also useful to start to build relationships with the adults at school, and to see them as people that they can be confident in, who are friendly and who will take good care of their child.

Tapestry: online learning journal

Tapestry is an online Learning Journal which allows parents and teachers to track their child's progress in a whole range of areas, covering the statutory EYFS assessments. Tapestry provides a simple, secure and highly accessible method to do this. At school we will add periodic observations and photos, and at home you can contribute photos and comments about your child's development and learning.

Parent transition timetable

Below is a timetable of the events that are planned for the next few months.

Date and time	Event	Purpose						
w/c 22 nd April	Welcome letter to parents	To welcome new families and to ask parents to sign up to the Arbor Parent Portal.						
w/c 2 rd June	Welcome booklet will be sent out via email	To provide information about starting school. Information also available on our website.						
Throughout May/June	Electronic forms will be emailed to parents to complete	To ensure we have all the required information about your child.						
During the summer term	Our website will be updated with useful information	Parents can learn more about aspects of school life.						
Monday 16 th June 6.00-7.00pm	Welcome meeting for parents at school	Parents have the opportunity to meet the staff, afterschool club, kitchen staff and to ask any questions.						
During the summer term	Pre-schools will be visited / rung	To gather information from your child's Key Person by either a visit or phone conversation.						
Thursday 3 rd July and Friday 4 th July	Move Up Morning Sessions: 9:15-10:15am 10:45-11:45am Welcome packs are given to your child at stay and play (it's a surprise, please don't tell them!)	A chance for you and your child to take part in activities in school and meet their teacher. (For new children and <u>one parent only, sorry no siblings.</u>)						
		<table><tr><td>Thursday 3rd July 2025 - Parents Stay</td><td>Friday 4th July 2025 – Children only</td></tr><tr><td>Group A – 9:15am – 10:15am</td><td>Group B – 9:15am – 10:15am</td></tr><tr><td>Group B – 10:45am – 11:45am</td><td>Group A – 10:45am – 11:45am</td></tr></table>	Thursday 3rd July 2025 - Parents Stay	Friday 4th July 2025 – Children only	Group A – 9:15am – 10:15am	Group B – 9:15am – 10:15am	Group B – 10:45am – 11:45am	Group A – 10:45am – 11:45am
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Wednesday 16 th July 2:00pm	Teddy Bears Picnic	A chance for families to connect with the class teacher.						
4 th , 5 th and 8 th September	Home visits – pre-booked visits by class teacher	Getting to know you and your child. We will contact you in advance to let you know your home visit appointment time and date.						
Wednesday 10 th September	Group A - 8:30am – 12:00 Group B – 1:00pm – 3:15pm Group B – 8:30am – 12:00 Group A – 1:00pm – 3:15pm Both groups in 8:30am – 1:00pm Stay for lunch	Getting used to school routines.						
Thursday 11 th September		Drop and collect your child from the outside classroom door via the metal gate.						
Friday 12 th September								
Monday 15 th September		All children to attend full time	Hooray we are at school!					

When will your child start school?

We plan for children to start school on a gradual basis, the week beginning 8th September 2025. Then from Monday 15th September 2025 all children will be in school full time.

Please note that School is closed for staff training on Wednesday 3rd September 2025.

Attendance

When a child is absent, parents must notify the school by telephone on the first day of absence. If the school does not hear from a parent or carer by 9:30am, they will ring to check that the child is safe. The school expects regular attendance. **Please note that if your child has been suffering from sickness and diarrhoea, they need to remain off school for 48 hours after the last episode.**

The Department for Education states that leave should not be granted in term time unless exceptional circumstances apply, such as to attend the funeral of a close family relative. Under no circumstances will leave be authorised for family holiday during term time. Any requests for leave must be made in writing. A form for this purpose is available from the school office and can also be downloaded from the Attendance page of the school website.

In September 2015, Hampshire County Council began taking legal action, so parents will be fined if their child is statutory school age and has unauthorised absence of 10 or more sessions (5 school days). Our school follows Hampshire guidance in these cases.

Federation Policies

Useful and key policy documents are available on our website:

<https://www.oakscelearningfederation.co.uk/policies/>

Should you require any other policy documents, please ask at the school office

School Governors

Further information about the role of a governor and the names of the governors for the federation are available on our website:

<https://www.oakscelearningfederation.co.uk/governors/>

Special Education Needs

If you know that your child has additional needs please talk to your child's current setting to ensure that the correct information is passed onto us at school. In addition, please make sure you make your child's class teacher aware of your child's needs as part of their transition into school.

Should your child require extra consideration as part of their transition, like additional visits, please talk to us as soon as possible. The Federation Special Educational Needs Lead is Mrs Thomas. Class teachers will talk to you if they have any concerns about your child's development. All children typically require additional support for a range of different things, so it is not something to worry about if this happens.

Further information is available on our website:

<https://www.oakscelearningfederation.co.uk/sen/>

You can also access the SEN information report on the website via the following link: [Oaks Federation SEN Information Report](#)

Staying up to date...

Visit our [website](#) for all the latest information.

[School newsletters](#) can also be viewed on our website

Please check your parentmail regularly as this is the quickest way we can communicate necessary changes.

General Information

Toys, jewellery, watches and any special items from home

Children should not bring toys/jewellery or watches to school as they can be easily lost. At times we may ask for things to be brought to school (for example a photo or a special object) but at these times we will have provided somewhere safe to store them. We often find children have similar toys and this can lead to confusion about who owns items therefore it is always best to keep special items at home to avoid upset.

Snacks

We are a 'healthy school' and children are given the choice of a piece of fresh fruit during the morning. Children can also have milk during the morning, further information can be found on our website, alternatively, milk can be ordered by logging onto the website www.coolmilk.com and is free for children under 5.

Water Bottles

Please send your child to school with a **named** bottle of water, your child will have free access to this throughout the day. Please only fill the bottle with water (no squash). Please ensure that the water bottle is not carried in the book bag in case it accidentally leaks on your child's reading books.

P.E Lessons

We will have P.E lessons once a week. PE kits should be in a named bag and kept on your child's peg (it is always helpful to have a change of clothes in school in case of accidents).

Reading

The children visit the school library once a week and freely choose their own books. They keep the books at home for a maximum of two weeks and share them with you. Please ensure that library books are returned on the stated library day. Sharing books with your child is very important. If you have not already done so, please join a public library. Your child will also receive reading books from class to read with you. They will receive a 'Little Wandle' reading book. They will receive 'Little Wandle' books as they progress with their

phonic learning. Please ensure these are kept in their book bags each day. We will update you about the use of bookbags as your child starts school.

Parent helpers

Parent helpers are most welcome in school. If you would like to help in the classrooms, please let us know. All helping parents must have a DBS check and attend an Induction talk and sign the appropriate paperwork concerning safeguarding.

School times

The school day starts at 8:45am (doors open at 8:30am) and ends at 3:15pm. School starts promptly at 8:45am and so if you are late, please go straight to the school office so that sessions for children are not interrupted and your child can be safely taken to class. We do ask that you drop your child at the door.

Bringing your child into the classroom

We value our partnership with parents and encourage you to ensure your child is settled and happy as they start the school day. They will have some routine jobs to do in the classroom when they arrive such as putting their book bag into a box, putting their water bottle into a tray and registering for lunch. It would be helpful if you could remind your child of what he/ she needs to do as they enter the classroom.

Once you know that your child is happy, we would kindly ask that you leave them to begin the school day. Even when children are a little upset at the door, they quickly settle. If we have any concerns about how well they are settling, we will talk to you about this. Should your child need a specific settling routine or pattern, please talk to us about this.

End of the School Day

Please wait in the playground, outside your child's classroom door to collect your child. For your child's safety we ask that you inform us, (either by ringing the school, informing the teacher directly or by emailing the admin team), of who will be collecting them if it is to be different from normal.

Before and after school

The school cannot take responsibility for your children before and after the school day. We kindly ask that you ensure your children are safe and close to you, especially as our school is situated on a very busy road.

Parent Progress Meetings

You will have a more formal opportunity to meet with your child's class teacher at least twice in the year, these are bookable through the Arbor App/Portal and you will be notified of when.

Car parking

Car parking is available in the lay-by and the scout hut car park. Please park sensibly and avoid blocking the line of sight for those exiting the parking areas. Please do not park on the grass verge. We permit parking in front of the field gate for those with blue disability parking permit only. Please speak to the school office if you need to park here.

Uniform

Grey skirt/pinafore/trousers and white polo shirt
Blue and white candy stripe or gingham dress

Grey trousers and white polo shirt
Grey shorts and white polo shirt

Blue school sweatshirt or cardigan

School shoes: Black shoes that can easily be fastened by the children.

PE: Navy or black shorts, plain blue t-shirt and plimsolls.
Navy, black or grey jogging bottoms and sweatshirt for the winter months.

PE Bags – a draw-string bag, clearly named on the outside.

Spare clothes: Pair of socks and pants, spare trousers or skirt

(These can be kept in school in their PE bags on their pegs, in case of accidents.)

School uniform can be purchased from 'Skoolkit'. **Please note there is a 10% discount week from Monday 30th June – Saturday 5th July 2025.**

Please ensure that all items of clothing, including shoes, and other belongings have a name label. Unlabelled clothes waste an enormous amount of teaching time and cause a great deal of frustration to families. Name labels can be ordered by clicking [here](#).

We do our very best to ensure school uniform is kept in good condition, but as you can imagine, in a class with paint, glue, pens and chalk from time to time your child will get messy.

Using the outdoor environment is an integral part of the children's learning in Reception. We ask that all children bring in a pair of wellington boots, **clearly named**, which can remain in school. A coat is also essential for everyday, particularly with our changeable weather.

Lunches

Infant school children are entitled to free hot school meals. First thing each morning they will choose which option from the menu they want that day. If your child will be late in, you will have to advise us of your lunch choice before then, or send in a packed lunch.

If your child has any **medically identified** special dietary needs (food intolerance and allergies), you will need to complete an **online** form for HC3S (Hampshire County Council Catering Service) in order that a special diet menu can be produced, **by Tuesday 1st July 2025**. Medical **evidence** will be required, and the form will need to be completed online before your child can have a school meal.

<https://www.hants.gov.uk/educationandlearning/education-catering/parent-information/primary/specialdiets>

If you prefer, you can still provide a packed lunch. A **(clearly named)** lunch box will be needed for children who have a packed lunch. The type where everything fits into a plastic box with a handle is ideal. We are a sustainable school which means we help to look after our environment. Please help us too by providing, where possible, no packaging in your children's lunchbox

Children are encouraged to eat everything in their lunch box and so we ask that you provide your child with what you know they can eat rather than extras in case they are hungry. At school we engage in a healthy eating ethos, we politely ask that packed lunches do not contain '**sweets, chocolate or fizzy drinks please**'.

Please remember to provide your child with a drink in a plastic container or carton.

No nuts

We have a nut free policy in school and have children and adults with severe allergies. Please make sure you do not send anything containing nuts in your child's lunchbox.

Birthday Treats

As there are children in school with allergies, we ask that cakes and sweets are not brought in for birthdays or other occasions. You are welcome to bring treats into school at the end of the day to give out to your child's friends but only with the parents' permission.

Pupil Premium

Could your child be eligible for pupil premium funding?

The Government provides funding, Pupil Premium, to allow schools to put interventions into place to try to ensure all children have the best education regardless of barriers caused by income, family circumstances or regularly moving schools (i.e. armed forces families.)

There are many benefits if you do qualify - your child will be entitled to a sum of money, paid to the school, with the aim to boost their learning. This money is used by the school to fund provisions with the aim of helping children in receipt of the pupil premium funding reach their best potential, will fund trips/activities that require an additional payment and we will provide you with an annual SkoolKit voucher.

For a more comprehensive break down of how the federation spends this money, please see the pupil premium strategy, published on the website. Your child may be able to Pupil Premium if you receive any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

To check if you qualify please follow the 'free school meals' link below, enter the information required and the result will show. If you do qualify the school will be informed <https://www.cloudforedu.org.uk/ofsm/hants>

If you have any further questions, please speak with the school office team.

Little Oaks Out of School Club

Little Oaks offer before and after school care Monday-Friday from 7:30am and 3:10pm-6:00pm with snack provided. Holiday clubs are available depending on demand. Sessions can be booked on a regular basis or up to 24 hours in advance by contacting Sam on 07526941439 or sam.littleoaks@yahoo.com.

Team Spirit After School Sports Clubs

Team Spirit run after school sports clubs on Monday, Wednesday and Thursday from 3:15 – 4:15pm. Places on the clubs are free of charge and all bookings are made directly with Team Spirit. Year R children are able to participate after the **Autumn half term**. Information is sent out termly to enable parents to book their child a place, we advise doing this promptly as places are limited and go quickly.

Book Bags

A book bag is essential from the day that your child starts school. The book bag is checked weekly by an adult. Not only is it used to protect reading and library books when your child brings them home but also to send messages or letters from school so please check your child's book bag daily.

This bag should be **clearly named** and have **one** keyring to help your child recognise their own bag. Please ensure that your child's name is always visible on the outside of the bag. Book bags can be purchased from SkoolKit (Totton). Your child will not require a rucksack as well.

Payments

Throughout the year there will be school trips, or other items, for which we may request a voluntary contribution. Payments can be made on-line via our Arbor Parent Portal, or by card in the school office.

Communications

Most of our letters and messages to parents are sent by email. We would also use the Arbor In-App messaging too, which as well as being more environmentally friendly than paper copies, we find to be a faster and more reliable method of communicating with home. It is important to keep your contact details (email and mobile) up to date on your Arbor account. This can be done through the Arbor Parent Portal app.

In addition, do follow the school on Facebook (Copythorne CE Infant School @Copythorne1) for more updates on the things going on at school.

Transport information

If we are your catchment school and you live more than 2 miles away (*measured by the nearest available walking route from your home address and the school*) then you can apply for free transport to school. To secure a place this must be done as soon as possible, please follow this link:

<https://www.hants.gov.uk/educationandlearning/schooltransport>

Document Checklist

Please return completed forms to school via Parentmail.

DOCUMENT	ACTION
Pupil registration form	Please complete the Microsoft form sent via email
Parental Consent	Please log on to Arbor Portal and confirm Parental Consents
Images Permissions	Please log on to Arbor Portal and confirm Parental consents
Tapestry Learning Journey	Sign up will be sent via email
Cool Milk	Details in this booklet and on our website – go to Coolmilk
SkoolKit uniform information	Details in this booklet and on our website – go to Skoolkit

All other information can be found on our [website](#)