



“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.

Our three schools are managed on a day-to-day basis by their own Head of Learning, ensuring all children make excellent progress in a happy and safe environment.

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, please do contact us.

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

Mr M Bowen
Executive Headteacher



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

I am delighted to welcome you and your family to Copythorne CE Infant School.

We are a strong, thriving learning community. 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. At Copythorne through our wide learning opportunities we learn to laugh together, show thanks together, set challenges together, be brave together and to respect each other as individuals. Our ultimate aim is to enable all our children to develop the confidence and enthusiasm to become life-long learners.

We believe that your role as interested and involved parents is vital and we look forward to working and sharing together in the development of your child.

We hope that you will find our website useful, there is more information for starting school in Year R, on the New Intake 2021 section, so please have a look.

<https://www.oakscelearningfederation.co.uk/new-intake-2021>

We hope you find our website useful with its calendar of events, and we encourage you to chat to me and other staff on the gate in the mornings.

Mrs Jan Thomas
Head of School



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.

Our school was graded 'Outstanding' in its last SIAMS inspection

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

Active Learning

This area encourages and develops children's concentration skills. If children encounter difficulties as they learn staff support them to 'keep on trying' and then enjoy their achievement.

Creating and thinking critically

Staff support children to have and develop their own ideas. Children are encouraged to make links between ideas and develop strategies for how to do different things.

Learning and development

Your child will be learning skills, acquiring new knowledge and demonstrating 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.

At the end of the Foundation Stage, teachers will assess your child's attainment against the Early Learning Goals.

In addition, children will follow a Religious Education curriculum which is the locally agreed syllabus for Hampshire, Southampton and Portsmouth.

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... things can be quickly sorted and queries answered.

Teachers will provide guidance on how parents can support the development of their children's skills at home. Whilst your child will be heard to read regularly at school as part of our 'Group Time,' there is an expectation that all parents will share books and stories frequently at home. Once your child is settled it is suggested that it is best practice to share books with your child on at least five out of seven days a week.

Preschool settings

We understand that the children are currently in a range of preschool settings, including childminders and larger day nurseries. **Due to Covid -19 restrictions we will made a phone call to all settings to speak to your child's key worker.**

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?

We 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. Usually, the visit lasts about twenty minutes.

When do we visit?

We like to visit you a week before your child is going to start (early Sep.) This is so that the gap between seeing us and starting school is as short as possible for your child. We will contact you in advance with a date and time for your meeting.

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.

Transition

Children and their parents are encouraged to get to know teaching staff and become fully familiar with the learning environment before the Summer holiday. We see transition as a process, not a single event. So, please do talk to us to ensure we are meeting your child's needs.

This year we have had to change our transition plans, in the light of Covid -19 restrictions but we will try and keep you informed –please check out the section called New Intake 2021 on our website

<https://www.oakscelearningfederation.co.uk/new-intake-2021/>

Date and time	Event	Purpose
During week of 14th June	<i>Preschool phone calls by school staff</i>	To provide some information about your child starting school and to gather information about your child and the preschools they attend.
Tuesday 22nd June @ 6.00pm	<i>Welcome information evening at the school – zoom meeting</i>	To introduce key members of staff, share routines and expectations. To become more familiar with key features of starting school.
Wednesday 7th July Thursday 8th July July	<i>To enable your child to meet the teachers and become fully familiar with the learning environment.</i>	We are inviting your child to visit for 2 sessions, to be held outside, weather permitting. If it is wet the sessions will be held in the Year R classroom. Your child visits on <u>both</u> days at: 9.30 to 10.00am birthdays 1.9.16 to 31.10.16 10.15 to 10.45am birthdays 1.11.16 to 31.3.17 11.00 to 11.30am birthdays 1.4.17 to 31.8.17

Monday 6th to Friday 10th September	<i>Home visits</i> We will contact you in advance with your home visit date and time.	To gain information about your child, find out about their likes/dislikes and what they are interested in. To share key information with you about your child starting school
Week beginning Monday 13th September	<i>Your child starts school part-time</i>	We welcome our new families to Copythorne Infant
Monday 27th September	Year R children start full time school	
Date to be confirmed	<i>Welcome service in St Marys church</i>	To welcome our new entrants and their families to St Marys.

When will your child start school?

Our pattern of attendance for starting school is based on our experience of what is best for the children and is also reviewed annually with parents.

Children whose birthdays are between September 1st and January 31st will attend school for full days (8.45am -3.10pm) on:

- ✓ Tuesday 14th, Thursday 16th and Friday 17th September.
- ✓ Tuesday 21st, Thursday 23rd and Friday 24th September.
- ✓ They will begin full time attendance at school on Monday 27th September.

Children whose birthdays are between February 1st and August 31st will attend school for full days (8.45am -3.10pm) on:

- ✓ Monday 13th, Wednesday 15th and Friday 17th September.
- ✓ Monday 20th, Wednesday 22nd and Friday 24th September
- ✓ They will begin full time attendance at school on Monday 27th September.

Attendance

When a child is absent, parents should notify the school by telephone or Parentmail on the first day of absence. If the school does not hear from a parent or carer by 10.00 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/or diarrhoea, they must remain off school for 48 hours after the last episode.

The Department for Education has issued guidance to schools which 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 or can 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 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:

<http://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/meet-our-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. The school Special Educational Needs Coordinator is our Head of Learning Mrs Jan 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...

[Newsletters – Copythorne CE Copythorne Newsletters School \(oakscelearningfederation.co.uk\)](#)

Please check your Parentmail regularly as in the current climate this is the quickest way we can communicate necessary changes

Some quick answers...

School times

In order to avoid too much congestion in the mornings, the school gates is opened at 8.45 and locked at 9.05am and the school day ends at 3.10. If you are later arriving, the entrance gates will be locked so please go to the school office, so that sessions for children are not interrupted and your child will be safely taken to class.

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. Experience shows us that 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 by the gate to the Year R outside area to collect your child. For your child's safety we ask that you inform us of who will be collecting them if it is to be different from normal. The play equipment in our grounds is for the use of our pupils during the school day only.

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 child is safe and close to you, especially as our school is situated on a very busy road.

Uniform

Girls: Grey skirt/pinafore/trousers and white polo shirt
Blue and white candy stripe or check dress
School sweatshirt or cardigan

Boys: Grey trousers and white polo shirt
Grey shorts
School sweatshirt

School sweatshirts, cardigans and book bags can be purchased from 'SkoolKit.'

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

Spare clothes: Pair of socks and pants (in a plastic bag)
(These can be kept in school in their PE bags on their pegs, in case of accidents.)

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.

Using the outdoor environment is an integral part of the children's learning in Reception. We provide splash suits so that they can access the outside area - whatever the weather! We request a £5 donation to enable us to replace the splash suits when necessary. Please pay online or send your donation in a named envelope at the beginning of term. Your child will also need a pair of their own, named, wellington boots which they will keep at school.

Lunches

Infant school children are currently entitled to free school meals – meat, vegetarian & lighter options are available daily. Each morning they choose their option from the menu for that day. If your child will be late in, please advise us in advance of their lunch choice or send a packed lunch.

If your child has any **medically identified** special dietary needs (food intolerance and allergies) you will need to complete a form for HC3S, the catering company, in order that a special diet menu can be produced. Information is available from HC3s:

<https://www.hants.gov.uk/educationandlearning/hc3s/education-catering/specialdiets>

If you prefer, you can provide a packed lunch in a **clearly named** lunch box.

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! As a school our policy is 'No sweets, chocolate or fizzy drinks.' Please remember to provide your child with a drink in a plastic container or carton with their lunch.

No nuts

We have a nut free policy in school and have children and adults with severe allergies. If your child brings a packed lunch please ensure that none of the food contains nuts.

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, 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** plastic bottle of water, your child will have free access to this throughout the day. Please only fill the bottle with water.

Reading

The children visit the school library once a week and freely choose their own book. They keep the book at home for one week and share it 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 consider joining a public library.

Book Bags

A book bag is essential from the day that your child starts school. Not only is it used to protect reading and library books but also to send work and information from and to school.

Please put any letters or money either directly into the tin in class or hand in to the school office. Please check your child's book bag daily for information we send home.

This bag should be clearly named and can have a keyring to help your child recognise their own bag. Book bags can be purchased from SkoolKit (Totton)

Parent Progress Meetings

You will have the opportunity to meet with your child's class teacher at least once a term. In addition, we organise other evening events, information will be sent when dates are set.

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.

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.

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. Please keep special items at home to avoid upset.

Communications

All of our letters and messages to parents are sent by email using the Parentmail system, 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. Please remember to keep your contact details on Parentmail up to date.



In addition, do follow the school on twitter using @Copythorneinf for more updates on the things going on at school.

Payments

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

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. Please speak to the school office if you need to park here.

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>

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. See our website for further information:

<https://www.oakscelearningfederation.co.uk/copythorne/out-of-school-club-little-oaks/>

Document Checklist

The following forms must be completed and submitted via Parentmail:

- Registration Form
- Health Questionnaire Form
- Multi – Permissions Form
- Image Consent Form
- Tapestry Learning Form

All other information, including Cool Milk and SkoolKit can be found on our website.

