

It was also very clear to us that many parents and carers felt uncomfortable with how very close other parents and carers were to them, and this increased levels of anxiety and annoyance.

At the risk of sounding assertive, we need to remind you that YOU ALL have a personal responsibility to continue to observe the [physically distancing by 1m+ rule](#) when bringing your children to and collecting them from school. We all need to work together on this. The Copperfield Trees will help you!

We, as a staff team, are unable to enforce this outside of the school gates, and we are acutely aware of the additional dangers this brings to an already terribly congested road and space at the busiest times of each day. [Please stay safe.](#)

#### **We ask, please:**

- that you try to avoid others' personal space – physically distancing by 1m+ at all times
- that you leave the entrance and exit gate areas immediately you have collected your children
- that you avoid bringing older children and relatives with you, where you can
- that you avoid bringing puppies/dogs – this is unfair on them, and also could result in an unfortunate incident
- that everyone remains mindful of others – especially each other's children, and that you avoid presenting as aggressive, angry or 'out of control' – this simply will not help your children, nor will loud swearing or obscene language

#### **Communication**

To support our families, at this time, with limited contact and a number of staff members fulfilling different and multiple roles, we wish to offer a number of options for communication with us, as below:

**Safeguarding** – if urgent, please ask to speak to a member of the leadership team, or 'phone us directly, on 01474 352488, immediately

**Inclusion** – please email Mr. Kiff on [alistair.kiff@copperfieldacademy.org](mailto:alistair.kiff@copperfieldacademy.org) for any questions, queries or concerns regarding your child's additional needs

**Behaviour** – please email Mr. Kiff on [alistair.kiff@copperfieldacademy.org](mailto:alistair.kiff@copperfieldacademy.org) for any questions, queries or concerns

**Family Support** – please email Mrs. Vickery on [joy.vickery@copperfieldacademy.org](mailto:joy.vickery@copperfieldacademy.org) for any questions, queries or concerns

**THRIVE** – please email Mrs. Slack or Mrs. Elliott on [lorraine.slack@copperfieldacademy.org](mailto:lorraine.slack@copperfieldacademy.org), or [denise.elliott@copperfieldacademy.org](mailto:denise.elliott@copperfieldacademy.org)

**Attendance** – please email Mrs. Parker on [karen.parker@copperfieldacademy.org](mailto:karen.parker@copperfieldacademy.org)

**Finance/ParentPay** – please email Mrs. Locock on [liesa.locock@copperfieldacademy.org](mailto:liesa.locock@copperfieldacademy.org)

**ParentPay set up** – please email Mrs. Richards on [office@copperfieldacademy.org](mailto:office@copperfieldacademy.org)

**General Enquiries** – please continue to email [office@copperfieldacademy.org](mailto:office@copperfieldacademy.org) – we aim to reply to you within each working day period, but please be patient. **If urgent, please call between 10.00am and 1.30pm and speak to Mrs. Richards.**

**Children and Classes** - for any specific questions about your children's learning, home learning, classroom activities etc, please **email your children's class teachers directly**. Class Teachers will respond to emails between 3.30 and 4.00pm, or between 8.00 and 8.15am on Monday to Friday – they will not routinely reply during the school day. If you email after the working day, please do not expect a response until the following day. There is no expectation on any adult at Copperfield to email any parent/carer after 4.00pm or at weekends. If your question/query is not responded to (as above) or you feel you would like further clarity, please contact Phase Leaders directly.

Little Acorns Nursery - [jemma.lane@copperfieldacademy.org](mailto:jemma.lane@copperfieldacademy.org) – **Phase 1 EYFS Nursery and Reception Leader**

Reception Blossom - [gabriella.hicks@copperfieldacademy.org](mailto:gabriella.hicks@copperfieldacademy.org)

Reception Oak - [jemma.foxwell@copperfieldacademy.org](mailto:jemma.foxwell@copperfieldacademy.org)

Year 1 Ash – [roisin.faherty@copperfieldacademy.org](mailto:roisin.faherty@copperfieldacademy.org)

Year 1 Elm – [jessica.edgar@copperfieldacademy.org](mailto:jessica.edgar@copperfieldacademy.org)

Year 2 Hazel – [hannah.powell@copperfieldacademy.org](mailto:hannah.powell@copperfieldacademy.org) – Phase 2 / Years 1 and 2 Leader

Year 2 Maple – [jas.sangha@copperfieldacademy.org](mailto:jas.sangha@copperfieldacademy.org)

Year 2 Willow – [amanda.wheatcroft@copperfieldacademy.org](mailto:amanda.wheatcroft@copperfieldacademy.org)

Year 3 Juniper – [alexandra.harrison@copperfieldacademy.org](mailto:alexandra.harrison@copperfieldacademy.org)

Year 3 Magnolia – [sally.fish@copperfieldacademy.org](mailto:sally.fish@copperfieldacademy.org)

Year 3 Sycamore – [shelby.waddell@copperfieldacademy.org](mailto:shelby.waddell@copperfieldacademy.org) – Phase 3 / Years 3 and 4 Leader

Year 4 Blackthorn – [chloe.evans@copperfieldacademy.org](mailto:chloe.evans@copperfieldacademy.org)

Year 4 Spruce – [ricky.adams@copperfieldacademy.org](mailto:ricky.adams@copperfieldacademy.org)

Year 5 Cedar – [charlie.wignall@copperfieldacademy.org](mailto:charlie.wignall@copperfieldacademy.org)

Year 5 Rowan – [scarlett.taylor@copperfieldacademy.org](mailto:scarlett.taylor@copperfieldacademy.org)

Year 6 Cherry – [daryl.power@copperfieldacademy.org](mailto:daryl.power@copperfieldacademy.org)

Year 6 Rowan – [ben.wadsworth@copperfieldacademy.org](mailto:ben.wadsworth@copperfieldacademy.org) – Phase 4 / Years 5 and 6 Leader

**Social Media** – we will share information with you, as often as we can, via Facebook, Twitter and our website. None of these places, including the Copperfield Parents' Facebook page, are for you to complain, challenge, criticise or disrespect others. All these posts will be deleted, removed or challenged. If you have anything to share with us, please do so appropriately in order that we can resolve any issues for you, and your children, on a need-to-know basis.

**A reminder of the Entrances / Exits for Monday onwards:**

<b>Breakfast Club</b>	<b>8.00</b>	<b>Park Avenue (only this gate will be opened, and prepayment must have been made)</b>
<b>Nursery</b>	<b>8.30</b>	<b>Car Park Gates (please queue through drive and down Park Avenue away from school)</b>
<b>Reception</b>	<b>8.45</b>	<b>Car Park Gates (please queue through drive and down Park Avenue away from school)</b>
<b>Year 1</b>	<b>8.30</b>	<b>Park Avenue (please queue from gate towards Dover Road East)</b>
<b>Year 2</b>	<b>8.45</b>	<b>Park Avenue (please queue from gate towards Dover Road East)</b>
<b>Year 3</b>	<b>8.30</b>	<b>Dover Road East Playground Gate (please queue with gate on your right-hand side)</b>
<b>Year 4</b>	<b>8.45</b>	<b>Dover Road East Playground Gate (please queue with gate on your right-hand side)</b>
<b>Year 5</b>	<b>8.30</b>	<b>Dover Road East Main Gate (please queue between main gate and Park Avenue)</b>
<b>Year 6</b>	<b>8.45</b>	<b>Dover Road East Main Gate (please queue between main gate and Park Avenue)</b>

**Please do not arrive before your entry time, and please depart immediately.**

My very best wishes to you all,

Simon A Wood

Executive Headteacher