



WELCOME

General Information for the School Year 2020-2021

Visiting the School

Our Reception is located at the front of the school and is open from 8:15am to 3:45pm (3.30pm on Wednesdays and Fridays) every week day during term time. Reception is closed on INSET days. An answerphone operates outside these times.

If you wish to visit the school in person please make an appointment in advance, either by telephoning the school or by talking to our office staff who will liaise with the member of staff you wish to see to arrange a mutually convenient time for a meeting.

Questions and queries

Parents with queries and concerns about any aspect of their child's education should in the first instance contact our Student Support Managers, Mrs Devereaux (Year 7), Mrs Burge (Year 8), Miss Gow (Year 9), Mrs Williams (Year 10) and Mrs Payne (Year 11)

Admissions to The Cooper School

Oxfordshire Local Authority is responsible for admissions to the school. Our admission number is 220 in each Year 7 group.

Parents of students who are in the Oxfordshire primary schools in the Bicester area are given the opportunity to express a preference of secondary school in the Autumn Term of Year 6.

Full details are given online at www.oxfordshire.gov.uk. All policies and application forms relating to admissions can be found on the secondary school application page.

School places are allocated by Oxfordshire County Council, therefore, parents with children of secondary school age moving into the catchment area should contact them in the first instance. |

<u>The School Day 2020 - 2021</u>		<u>A different timetable operated on Wednesday</u>	
Registration	08:40 - 09:05	Registration	08:40 - 09:05
Period 1	09:05 - 10:05	Period 1	09:05 - 10:05
Period 2	10:05 - 11:05	Period 2	10:05 - 11:05
Break	11:05 - 11:25	Break	11:05 - 11:25
Period 3	11:25 - 12:25	Period 3	11:25 - 12:25
Period 4	12:25 - 13:25	Lunch	12:25 - 13:15
Lunch	13:25 - 14:15	Period 4	14:15 - 14:20
Period 5	14:15 - 15:20		

The timings are pre-pandemic timings and these have been adjusted slightly for the beginning of the 2020-21 school year. When we change back to these original timings, we will communicate with parents.





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Formal Complaints

Any formal complaint should be made in writing and addressed to the Headteacher. He will acknowledge the letter within four working days, indicating who will deal with it and by when. In most cases the Headteacher will not himself, in the first instance, investigate the matter.

Further Action (in rare cases)

Once the school has dealt with the matter, should a parent so desire they can take the matter further by writing to the Chair of Governors at the school or the Service Manager, School Admissions Team at County Hall, New Road, Oxford, OX1 1ND, who, in serious cases, will already have been consulted by the school.

Information

Lots of important information including details of all school policies, can be found on The Cooper School website:

www.thecooperschool.co.uk or scan this QR code:



For information on our Behaviour Policy, scan this QR code:



For information on our school uniform policy, scan this QR code:



For information on our Anti-Bullying Policy, scan this QR code:

