



Verbiér, 16 April 2021

Dear Copperfield parents & students,

WEDNESDAY CAFE TERRACE OPENING

On Wednesday our cafe, Copperfield by Happy Chef, will open its terrace. We invite parents and students to a special edition Family Home Room from 0800-0830. Cake and hot drinks will be available.

COMMUNICATION SCHEMATIC

Please find attached a schematic to show who in the school to contact for different categories of inquiry. We hope this will help to improve communications.

Inquiry	Contact	Email
Administrative matters e.g. fees, transport, record-keeping, timings	School Administrator	itziar@copperfield.education
Routine academic and pastoral matters	Home Room teacher	Varies by student
Co-curricular matters	Deputy Co-Curriculum	susanne@copperfield.education
Serious academic, pastoral or co-curricular matters	Headteacher	hugh@copperfield.education
Feedback	School Administrator PTA Chair	itziar@copperfield.education PTA@copperfield.education

Notes:

- Subject teachers should not be contacted directly by parents. Communication about a student's experience in each subject should be directed to the student's Home Room teacher. This enhances pastoral oversight of each student.
- Email should be used for all regular communication. Threema is only to be used for emergency on-the-day communication. Please do not use Threema for other purposes as it dilutes our ability to communicate with parents in an emergency. It is difficult for the school if you ask questions via Threema as we do not wish to ignore questions.
- We believe that the best way to communicate about the education of children is to meet in person. If this is not possible, then our preference is for a telephone call.
- Please find below a code of conduct for staff, students and parents, to which we draw your attention.

TIMETABLE

Students will be given individual timetables in Home Room. Parents will be sent an electronic copy of the timetable. These will include explanations of all abbreviations.

Where “Physical Education” is shown on the timetable, this will involve a broad range of ball games and athletic activities, including Association Football, netball, running, handball, and SAQ training.

IGCSES

The school believes firmly in assessment, as one would expect from a faculty with a track record of outstanding academic achievement. We believe that this collective track record makes us experts about assessment and examination. Our Headteacher has examined for multiple exam boards at iGCSE and A-level, examined undergraduates at Oxford University, determined the assessment schedule at Sevenoaks School for over 280 students, and was on an expert panel convened by the International Baccalaureate and Cambridge University Press to make recommendations about the future nature and scope of IB assessment. He has marked over 10,000 scripts and is an Approved Provider for Centre Assessed Grades in 2021.

Currently, the school’s highest level of assessment is iGCSE. All parents have been advised of this, and parents whose children the school believes may benefit from this assessment process have been contacted privately. We are very supportive when parents decline to enter their children into examinations when they judge that this might not be best for their child. Those parents who have opted into this assessment process have been contacted directly about the examination arrangements, and at any time students can withdraw their candidacy. We will support to the hilt the ambitions of our students, wherever they want to go.

We continue to develop our assessment programme. We have formed a discussion forum for students in Years 7-10 and are actively canvassing their feedback. Our philosophy is curious, adaptive and community-focused. We will make changes if they are improvements, and our change-process is consultative, collegial and respectful. The school believes that attempts to force one’s views upon others, particularly through intimidation or peer pressure, are contrary to a community vision, the scientific method, and our code of conduct. Improvement is always possible and we will go after it. By taking a discursive, expert-led path, improvement can bring everyone together.



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RECRUITMENT

As some parents have noticed, the school is currently recruiting for a range of roles, using both public advertisement and recruitment consultants. We are grateful for our supportive parent body as we aim to bring in high quality people who will improve their children's education. In 3 days 190 people applied for our most recently advertised role, at which point we closed the opportunity to further applicants. We are confident that we can bring to Verbiér exceptional people who will enhance our community with their skills and spirit: the kind of people whom you most wish to inspire, train and coach your children.

OUR LICENCE

We continue to pursue this matter on a daily basis with the Education Department and will write to you as soon as we are able formally to confirm our position.

Yours faithfully,

Hugh McCormick
hugh@copperfield.education

John Porter
john@copperfield.education



CODE OF CONDUCT FOR STAFF, STUDENTS AND PARENTS

STAFF EXPECTATIONS

- Support our Vision and Mission Statement.
- Be an outstanding ambassador of the school at all times.
- Read, adhere to and uphold the principles, policies and procedures outlined in the staff handbook.
- Respect and accommodate language barriers and show respect for cultural diversity in all communication.
- Demonstrate high standards of professional behaviour. Any forms of bullying, harassment, physical assault or unfair discrimination, including unfair gender discrimination, will not be tolerated.
- Communicate with all stakeholders in a professional and respectful manner.
- Respect our campuses as non-smoking areas, including vaping.
- Regularly communicate to parents positive student progress and behaviour as well as areas in need of improvement.
- Actively maintain an understanding and vigilance of children's physical, social and emotional wellbeing. Be aware of symptoms and behaviours associated with child abuse and neglect.
- Report all concerns about children's physical, social and emotional wellbeing to the Head, the Child Protection Officer or an appropriate person as described in the safeguarding policy.
- Use respectful and positive behaviour management strategies and focus on methods that successfully motivate all students, including appropriate praise and positive feedback.
- Maintain well-disciplined classes in which high quality learning can take place.
- Uphold and enforce our student expectations both inside and outside of the classroom.
- Model appropriate behaviour and language.
- Display caring, professional and respectful attitudes towards students and be sensitive to the needs of individual students.
- Set and maintain clear expectations and consequences in line with this policy document.
- Support the academic, social and emotional growth of the students.



STUDENT EXPECTATIONS

- Support our Vision and Mission Statement.
- Respect their rights and the rights of others to be free from any abuse, whether physical, emotional, or otherwise.
- Be courteous, respectful and polite at all times. Any forms of harassment, physical assault or unfair discrimination, including unfair gender discrimination, will not be tolerated.
- Show a respectful attitude to others and promote a positive and productive learning atmosphere. Refrain from behaviour that disrupts the learning of others.
- Know and adhere to this code of conduct and the safeguarding policy.
- Treat all school equipment, as well as their own property and the property of others, with care and respect. Vandalism of any kind will not be tolerated and costs resulting from vandalism will be covered by those involved.
- The accessing, uploading, storing, saving and sending of pornographic or racist material or material glorifying violence is not permitted. Should there be a suspicion that devices, documents or other objects contain forbidden material defined in any of the above statements, these items will be temporarily confiscated and examined. In such circumstances the school has the right to search private or school owned belongings used by students (e.g. bags, lockers, etc.).
- Always encourage and assist others to achieve their best.
- Follow the directions of all staff members.
- Maintain regular attendance and a high level of effort when registered for an extracurricular activity or sport.
- Be open-minded to new ideas and to the needs of others.
- Actively and peacefully try to resolve conflicts themselves and seek staff assistance when necessary.
- Refrain from chewing gum in school.
- Refrain from the use of inappropriate language.
- Dress respectfully and appropriately.
- Arrive punctually for the start of classes and attend all classes every day.

PARENT EXPECTATIONS

Parents are expected to:

- Support our Vision and Mission Statement.
- Read and adhere to the safeguarding policies.
- Read and support this Code of Conduct.
- Work with the school in a manner that values positive home-school partnerships.
- Drop children off for school before 8:15.
- Communicate with staff and other parents in a respectful, courteous and non-threatening manner at all times.
- Communicate with the school regarding any unavoidable absence of their child as soon as possible.
- Collect children promptly after school if collecting by private transport or have alternative transport organised at the correct time if their child is attending an after school activity.
- Observe the car park rules.
- Be vigilant regarding children's physical, social and emotional wellbeing and act in the best interests of the child.
- Respect term/semester dates and school holidays, and avoid unnecessary absence from school. Communication from parents to request approval for absence is expected in advance if any class is to be missed.
- Support all of our expectations of students.
- Contact their child's Home Room teacher in a respectful manner if classroom or other school related issues arise. Request the assistance of the Head if an issue cannot be addressed to the parent's satisfaction by a Home Room teacher.
- Update contact information and supply the school with an emergency phone number.
- Attend parent-teacher conferences, and endeavour to attend school information evenings and relevant workshops.
- Keep themselves updated by checking the school calendar and reading school communications.
- Where possible attend events where they can celebrate the successes of their children.
- Respect our campuses as non-smoking areas, including vaping.
- Where possible support the Parent-Teacher Association through attendance and involvement.



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CONCERNS AND APPEALS PROCESS

- Concerns regarding school policy as agreed by the Board of Directors should be made in writing to the Head.
- Appeals against decisions made by the school and its staff should follow lines of management that currently exist within the school – culminating with the Head.
- Appeals against decisions made by the Head should be made in writing to the Chair.