



A Guide for Parents, Carers and Students

Year 7

2026 - 2027

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Headteacher's Welcome

It gives me great pleasure to introduce myself as the Headteacher of Cox Green School. I have been part of the Senior Leadership Team at Cox Green School since 2018 and I was delighted to be appointed in 2022 to lead the school forward, working in partnership with parents and carers.



As Headteacher, I am passionate about supporting our students and providing them with opportunities to enable them to achieve the highest academic standards and develop their unique talents to the full. It is my belief that our students should be respectful, kind and determined, aiming for excellence in all that they do. This, for me, characterises the “Cox Green School Way”. The education we provide will be in line with these values and will develop your child’s knowledge, understanding and skill set so that they can become highly qualified, responsible citizens, able to participate fully in all parts of the community.

My passion has always been to enable every student to fulfil their ambition and find a pathway that motivates and challenges them. We set high standards in every area of school life so all students have the opportunity to shine and enjoy their time with us. My goal is for Cox Green School to be a community which supports every student in ways that are suitable and individual to them; a school where the learning and wellbeing of students and staff are at the heart of all we do. I am truly excited by what the future holds for the students of Cox Green School and for what we can achieve. I look forward to working with you.

Mr D Edwards
Headteacher



Induction Days – Tuesday 30th June and Wednesday 1st July 2026

Children will need to arrive at school for an 8:30 am start and the school day will finish at 3:00 pm. During the two Induction Days, children will get to know the layout of the school, meet teachers and make friends before starting in September. Students should wear their current school uniform and will need a water bottle, pen and a pencil.

If your child cannot attend either one or both the Induction Days, please let the school know by emailing admissions@coxgreen.com.

Induction Evening – Wednesday 1st July 2026

The Induction Evening will start with a presentation in the Theatre for parents and carers during which children will take part in a supervised activity. Our uniform provider, Direct Clothing will also be on site for your child to try on items of the school uniform.

First Day – Wednesday 2nd September 2026

Year 7's first day will be Wednesday 2nd September. Students should arrive promptly for a 8:30 am start, in full school uniform with their school bag and pencil case. PE kits will not be required on the first day. Staff will be outside the school directing students where to go.



Houses

The house system allows every student and member of staff to feel a sense of belonging by becoming a member of one of seven houses (Bannister, Churchill, Hawking, Nightingale, Shakespeare, Parks and Winton). Each were selected by our students and have a connection to the local area.

Each house member can earn points (via SIMS) in a number of ways throughout each term and over the entire academic year. These will be promoted on the school calendar and within assemblies, tutor time and lessons. At the end of each competition/event, points will be awarded for participation and overall success.

As house members, all students have a range of opportunities to work together and 'compete' against other students, the other houses and even against themselves, earning house points in the process.

The School Day Timings

Students will be issued with a timetable on their first day which can also be viewed on parent, carer and student app, Edulink One.

The timetable is based on a two week cycle which means that lessons could differ between week 1 and week 2. Students, parents and carers can check whether it is a week 1 or 2 by checking the calendar on the school website or by looking on Edulink One. Timetables detail the day, period, subject, the teacher and the room number.

The school day starts with tutor time followed by five periods of lessons and each lesson is 60 minutes long. Each year group also has an assembly once a week during tutor time and these assemblies are based on our core values 'Be Kind, Be Respectful, Be Determined,' as well as drawing inspiration from wider issues.

| | |
|----------------------------|-------------------------|
| Bell and Tutor time | 8.30 am |
| Tutor time | 8.35 - 8.55 am |
| Period 1 | 9.00 – 10.00 am |
| Period 2 | 10.00 – 11.00 am |
| Break 1 | 11.00 – 11.30 am |
| Period 3 | 11.30 – 12.30 pm |
| Period 4 | 12.30 – 1.30 pm |
| Break 2 | 1.30 – 2.00 pm |
| Period 5 | 2.00 – 3.00 pm |

Example Timetable

| | 1Mon | 1Tue | 1Wed | 1Thu | 1Fri | 2Mon | 2Tue | 2Wed | 2Thu | 2Fri |
|-------|----------------------------|--------------------------------|-------------------------------|-----------------------------|--------------------------------|---------------------------------|--------------------------------|--------------------------------|---------------------------------|--------------------------------|
| Reg | Assembly Theatre | Registration H2 Mrs Blue | Registration H2 Mrs Blue | Registration H2 Mrs Blue | Registration H2 Mrs Blue | Assembly Theatre | Registration H2 Mrs Blue | Registration H2 Mrs Blue | Registration H2 Mrs Blue | Registration H2 Mrs Blue |
| 1 | Drama C14 Mr Teal | Games Mr Brown | Art & Design F9 Mrs Purple | Games Mr Brown | Science L2 Ms Green | History F1 Mr Pink | Geography F3 Miss Pink | Mathematics H2 Mr Black | Music W4 Miss Green | Art & Design F9 Mrs Purple |
| 2 | Mathematics H6 Mr Black | Mathematics H2 Mr Black | Science L2 Ms Green | Science L8 Ms Green | Spanish L14 Miss White | English Lang. C21 Mrs Yellow | Science L8 Ms Green | Technology C6 Mr Orange | Games Mr Brown | English Lang. C5 Mrs Yellow |
| Break | | | | | | | | | | |
| 3 | Spanish L14 Miss White | History F7 Miss Pink | Mathematics H2 Mr Black | Geography L7 Miss Pink | Drama C14 Mr Teal | Geography L7 Miss Pink | Music W4 Mr Teal | English Lang. C5 Mrs Yellow | English Lang. C21 Mrs Yellow | Mathematics H2 Mr Black |
| 4 | Technology C6 Mr Orange | Spanish L16 Miss White | History F4 Miss Pink | Spanish L16 Miss White | English Lang. C5 Mrs Yellow | Games Mr Brown | Science L8 Ms Green | History F7 Mr Pink | Computer Science C10 Mr Gray | English Lang. C5 Mrs Yellow |
| Lunch | | | | | | | | | | |
| 5 | R.S. F1 Mr Pink | English Lang. C5 Mrs Yellow | R.S. F1 Mr Pink | Mathematics H6 Mr Black | Mathematics H6 Mr Black | French L15 Miss White | English Lang. C5 Mrs Yellow | Mathematics H6 Mr Black | French L15 Miss White | Science L8 Ms Green |

Students participate regularly in Personal Development lessons. These sessions are run by the Form Tutor and cover student development around the wider world and health and wellbeing.

Term Dates

Please use this link to access the Term Dates for 2026-2027 [Term Dates 2026-27](#)

Equipment Required

To support your child on their learning journey, please provide the following equipment:

- **School bag:** Of a plain/dark colour, strong and large enough to hold A4 folders/books.
- **Pencil case:** Including pens, pencils, highlighter, ruler, glue stick, scissors, maths set, scientific calculator, eraser and sharpener. Stationery can be purchased from Student Services at breaktimes.
- **Water bottle or drink:** No cans, 'energy drinks' or glass bottles.
- **PE Bag and Kit:** (please see page 7).
- **Phone Pouch:** Available to purchase from your child's iPay account.

School Uniform

At Cox Green School, we believe that all students should wear their school uniform with pride. It is important that all students learn to dress for work rather than leisure, and that each student makes every effort to look smart and tidy. This shows their commitment and engagement with us as learners, and also ensures that every day starts with positive interactions.

Cox Green School uniform can be purchased via our online supplier Direct Clothing, and delivered to your home address. To purchase uniform via the online shop, please use this link [Cox Green School – Direct Clothing](#).

Direct Clothing will be in attendance at the Induction Evening on Wednesday 1st July where your child will have the opportunity to try on uniform. Please note that uniform items will not be available to purchase on the evening.

For Year 7 students only, there is a free return service available until Friday 23rd October 2026. To obtain a free returns label, please email Direct Clothing customerservice@directclothing.co.uk.

We also have a number of preloved uniform items available for a donation. Please contact the school via email enquiries@coxgreen.com.

Students will be sent to Student Services to borrow uniform if they have forgotten an item or are not wearing the correct uniform.



School Uniform Requirements

| | <u>Uniform Requirement</u> | <u>Not Permitted</u> |
|--------------------------|--|--|
| Blazer | Black blazer with embroidered school logo. | Any other type of blazer. |
| Jumper (optional) | Dark green V neck jumper with embroidered school logo. | Any other jumper, sweatshirt, 'hoodie' or sports clothing. |
| Trousers | Plain black tailored school trousers. Plain black belt if needed. | Brushed cotton, cord or jean type material, fashion trousers, skinny fit or leggings. Staff reserve the right to decide whether trousers are appropriate or not. |
| Skirt | Plain black pleated knee length school skirt or Cox Green School skirt. All skirts must be knee length and not rolled over at the waist. | No pencil skirts, stretch/jersey material or bodycon-style skirts. |
| Shirt | White shirt with collar (long or short sleeve). | Sports or fashion shirts, blouses, t-shirts or polo shirts. No coloured or logo t-shirts to be worn under shirts. |
| Tie | Cox Green School clip on or tie-able ties available from our online school uniform supplier Direct Clothing or Cox Green School reception or High Street school uniform suppliers. | Any tie other than the official school tie. No defaced school ties. No ties worn loosely. |
| Shoes | Plain, flat black polishable shoes. | Trainers (including vans and leather-type trainers), canvas, casual slip on shoes or boots, sandals, high heels or ankle boots. |
| Tights/Socks | For students wearing trousers: Black or white socks For students wearing skirts: Terms 1-4: Black opaque tights Terms 5-6: White or black ankle socks, or black opaque tights. | Coloured or patterned tights or socks or knee-high socks. |
| Shorts | Terms 5-6: Plain black tailored school shorts available from our online school uniform supplier - Direct Clothing. | Any sports type shorts. |
| Coats | Black or navy blue PLAIN coats only, in a suitable style for school. Coats should be SINGLE colour. | Any other colour, denim, leather, leather look, patterned, studded, large logos. Logos should not be visible on the back of coats. |
| Bag | A strong practical bag big enough to carry books and equipment, such as a rucksack. This should be in a plain colour. | Fashion handbags. |
| Jewellery | One wrist watch, one pair of plain gold or silver ear studs (max diameter 5mm) and one small religious chain may be worn inside the shirt. The school is not responsible for jewellery worn at school. | Other types of earrings of any other kind including hoops. Rings, necklaces, bracelets, brooches or badges not concerned with school. On safety grounds jewellery must be removed for PE or when participating in sport. This includes newly pierced earrings (please note tape covering is not permitted). No other body piercings apart from ear piercings are permitted. |
| Hair | Hair should be cut in a style suitable for school and kept clean, neat and tidy. It should also be of a natural colour. | No extremes of hairstyle or colour. Lines shaved into head/hair or shaved heads/shaved eyebrows are not appropriate for school. If there is any doubt, please contact the school before going to the hairdresser. No ribbons, hair bands, grips or other hair covers, in a colour or style not complementary to school uniform. Shoulder length hair must be tied up for PE and sport. |
| Make-Up | Natural looking, subtle make up only. | False eyelashes, coloured nail varnish or nail extensions. |
| Headbands | Religious Headwear. | Durags, bandanas, balaclavas not permitted at anytime. Hats, snoods and scarves are not to be worn inside school buildings. |
| Phone Pouches | Available to purchase from iPay. | |

All items of school uniform must be named, ready for when your child starts school.

PE Uniform

Mandatory Items

PE bag which should be in a plain colour

Black & green polo shirt with school logo

Black & white mid-layer track top with school logo

Plain black games shorts or skirt

Plain black tracksuit bottoms or black tracksuit bottoms with school logo

White ankle/sport socks/black ankle socks

Sports trainers

Hairband for shoulder length or longer hair

Optional Items

Plain black football/hockey socks

Football boots (moulded studs only).

Gum shield for contact sports

Shin pads

The following items are not permitted for P.E.

Hoodies

Jewellery, watches, earrings etc. Students with newly pierced ears will not be able to take part until the earrings can be removed (we do not allow students to cover earrings with tape)

Metal studs on Astro turf

Tracksuit bottoms with a pattern, bright colours or big logos

Aerosols are allowed in the PE changing rooms.

All items of school uniform must be named, ready for when your child starts school.

Students are required to bring their PE kit to every lesson regardless of illness or injury.

If your child is suffering from illness or injury, then a note will be required to explain its nature. As professionals, the staff in the PE department know what activity is planned and therefore can make judgements on whether it is necessary for your child to be excused from the lesson. We often find that by modifying the activity, those with illnesses or injuries are still able to learn and participate in some form. Any illness or injury lasting more than two weeks will require a note from either the doctor or hospital.

Students who are injured or suffering from illness will still be expected to get changed into their PE kit for the lesson unless the injury or illness prevents them or would be made worse by doing so. The reasons for this are:

- Depending on the activity your child may still be able to participate in some aspect of the lesson as explained above.
- Your child must stay with their teaching group at all times. That may mean that your child is expected to go on to the field in times of bad weather. This results in them getting their school clothes wet, which they then have to sit around in for the rest of the day, often making their illness worse. By changing into their PE kit on such days, your child will have clean and dry clothes to wear for the rest of the day, helping their recovery rate from the illness.

Getting to School – Transport Options

Students can access the school via the main green gate next to the layby at the front of the school. There is also a gate at the back of the school which can be accessed via Manor Green which crosses the school fields. The gates are open from 8:00 am – 8:30 pm and open again at 3:00 pm.

Walking

If your child decides to walk to school, please ensure that they take due care crossing the roads and use the appropriate crossing points. Walking to school with friends can be an enjoyable and healthy way to start the day.

Cycle

Many students cycle to school each day, which we encourage and support as a healthy and sustainable form of transport. It is expected that students ride their bicycles with care and in accordance with the Highway Code, and must wear a bicycle helmet. Those not wearing a helmet will not be permitted to bring their bike on to school site. Students should wheel their bicycles within the school grounds where bicycles can be stored in the covered bike sheds. A bicycle lock is recommended as bicycles are left at the owner's risk.



Car

Please park with due consideration for student safety, local residents and other parent and carers, observing the road signs and not parking on the grass verges opposite the school. It can get quite congested around the school so it would be advantageous to arrange a suitable drop off collection point with your child a short walk away from the school.

Coach

Apple Travel provide direct transport to Cox Green School from Slough, Burnham, Taplow, Holyport, Fifield and Windsor. We would advise you to contact them now to reserve a space on the coach.



For further information, please contact Apple Travel directly:

Email: enquiries@appletravel.co.uk

Telephone: 01753 821310

Bus

Thames Valley and Carousel Buses are public transport providers who run several buses that stop near the school. They cover routes all around the local area including to and from the Maidenhead train station.

For more information please visit their website [Thames Valley Buses](#) or [Carousel](#).

Train

The school is located 2 miles from Maidenhead station and is a 40-45 minute walk to school.

Your child may be entitled to school transport assistance. You are able to check their eligibility and make an application by clicking on the link below:

[Assistance with school transport.](#)

Online Payment System - iPay

Cox Green School operates an online cashless payment system called iPay.

Students will need an iPay account to:

- Pay for any food or drink from our school cafeteria 'DINE' (there is a daily spend limit of £7).
- Pay for any trips or activities.
- Pay for lockers.
- Pay for revision books.
- One off payments to the Cox Green School Fund (the School Fund pays for "extras" that our routine budget does not cover).

Further information will be sent in June detailing how to activate iPay ready for the Induction Days.

DINE (School Cafeteria)

We have a huge variety of really exciting dishes to try at our bright and modern school cafeteria 'DINE'. A wide range of healthy, fresh food is prepared on site each day which includes global street food, modern vegetarian and vegan, and traditional fish and chips. There is something for everyone to enjoy at all times of the day. Examples of pricing and menus can be found using this link [Example Menu](#). DINE is open from 8:00 am until 3.15 pm.



In an effort to move away from single use plastic, we request that students bring in their own labelled water bottle which can be refilled from filtered water chillers around the school. Fizzy drinks/energy drinks and glass bottles are not permitted.

Application for Free School Meals

To check your eligibility for Free School Meals, please register using our online application system. The system is completely confidential and alleviates the need for paperwork or evidence.

To access the application system please use this link: [Online FSM Application \(cloudforedu.org.uk\)](https://cloudforedu.org.uk)

If you have any problems with your application, please email finance@coxgreen.com.

Please note your child will not receive free school meals without completing the above form, even if they have previously received them.

For children in receipt of Free School Meals, it may be possible that the school can support your child in terms of part funding for curricular trips and activities.

Supporting the Cox Green School Fund – Make a Lasting Impact

The Cox Green School Fund is invaluable and supports 'vital extras' that the government funding does not cover such as improving equipment, school facilities and providing additional learning resources, essential for our extended curriculum. Our most recent purchases include two outdoor canopied seating areas, installed in summer 2023. We are currently saving towards the cost of a new school minibus. By donating, you will enhance your child's experience at Cox Green School. [Please Click Here to Donate](#)

Lockers

We have a number of lockers that we hire out to students on a first come first served basis.

The annual charge for the use of a locker is £15 (non-refundable) which will be available to purchase on your child's iPay account. You will receive a letter in June detailing how to purchase a locker and locker numbers will be confirmed when students start in September.



Lost Property

Please ensure that all your child's property is clearly named so that the items can be returned if mislaid. Lost property can be collected from Student Services before school, during break times and after school.



Mobile Phones

Cox Green School will be introducing secure mobile phone pouches for students in Years 7-11 from June 2026. Students will still be able to bring their phone to school, but before they enter the school site, the phone will be placed in a locked pouch, which will remain with them during the school day. The pouch will then be unlocked at the end of the day, as students leave the site. This system is already used successfully in many schools and helps remove the distraction of phones while still allowing students to have their device for travel before and after school.

Pouches will need to be purchased at a cost of £15 from iPay.

Please click on the below link for frequently asked questions.

[Phone-Free School](#)

Valuables

The school cannot be held responsible for loss, damaged or theft of personal property whilst on school premises, including mobile phones. We therefore discourage students from bringing in large sums of money, iPads, AirPods, computer games, jewellery, etc, or items of special sentimental value into school.

EduLink One (Parent, Carer and Student App)

EduLink One brings together the things you need to manage daily school life. It supports parents, carers and students in and out of the classroom. It is accessible anywhere and on any device.

EduLink One allows users to access:

- Child's timetable.
- Communication between school and parents/carers.
- Catering.
- Homework.
- Attendance.
- Behaviour Information.
- Progress Reports.
- Book Parent/Carer Evening appointment.
- Book extra curriculum activities.
- Report absences.
- Update contact information.



You will be sent instructions once your child has started with us, on how to set up EduLink One.

Remote Learning and Homework

Remote Learning enhances your child's overall learning, improves achievements and develops their study skills. Each student will have a remote learning timetable. Your child should check their class notes each evening to improve their learning. Please use this link to view the online learning portals students use and also how you can help with your child's homework - [Remote Learning Portal \(coxgreen.com\)](https://www.coxgreen.com/remote-learning-portal).

A homework club is run twice a week for students. Please check the extra curricular activities in the school newsletter for further information.

Rewards

We reward students with achievement points for good behaviour, work, and for displaying the characteristics of our three school values – Be Respectful, Be Kind, Be Determined. Achievement Points will be rewarded with hot chocolate mornings, Stars of the Week, Community and Headteacher Awards. We also look forward to hearing about extra-curricular successes, so please do share these with us by emailing enquiries@coxgreen.com.

Responsible Internet Usage

In September, students will be given a school email address, school login and a generated password to access the school computers. Students will be taught about how to use technology safely, responsibly, respectfully, and securely, including the understanding of e-safety in the use of internet and email systems. Please refer to the Student IT and Mobile Device Use Policy [Student IT and Mobile Device Use policy](#).



Attendance

Attendance and punctuality are key to success in school and all students should aim to achieve at least 96% or above for both attendance and punctuality. This is in line with government expectations. Students should arrive at school promptly for a 8.30 am start. Students with good attendance are rewarded at the end of each term.

Absence and Illness

To ensure we continue our excellent safeguarding practice, it is imperative that parents/carers report absence by either leaving a message on the attendance line by calling 01628 629415 and selecting option 2 or report the absence via Edulink One. Alternatively, please send an email to enquiries@coxgreen.com before 8.00am. Please report on each day of absence.

If we do not receive a reason for absence, a text will be sent to priority contact 1 asking for a reason. A text reply can then be sent using this service otherwise the Attendance Officer will proceed to call all contacts that we hold for your child to ensure their safety and welfare. If we are unable to make contact, members of staff may visit your home address.

Any absence for holidays during term time will not be authorised and may result in a Fixed Penalty Notice unless there are exceptional circumstances. Requests for consideration for exceptional absences should be made to the Headteacher, by completing a 'Term Time Absence Request Form', at least 15 school days prior to the dates requested. This form can be found on our school website or following the link [Term Time Absence Request Form](#).

Dental and Medical Appointments

Parents/carers are asked to book appointments outside of normal school hours whenever possible. Evidence to support any absence for medical appointments must be sent to enquiries@coxgreen.com or uploaded via Edulink One. This can be given in the form of: a signed appointment card, photocopy of a prescription, a letter from your doctor or hospital referral letter. Students must sign out at Reception before they leave school and sign back in on their return.



Student Services

If a student is feeling unwell or has been injured during the school day, they should go to Student Services. A phone call home will be made if we feel they need to be collected from school, or if you need to be made aware of an injury.

Medication

Please inform the school of any medical conditions. If medication is required in school, parents/carers will need to complete an Over The Counter or Prescribed Medical Form which are available from Reception. The school cannot prescribe any medication or administer any medication that is not listed on the authorisation form.

Clubs (Enrichment)

There is a wide range of enrichment activities at Cox Green School. Activities include a range of sport and fitness, DofE, music, drama and art, along with several academically based enrichment groups from Classics to Biology. These activities are updated every term and further information can be found in the school newsletter.



School Trips

There are lots of exciting trips and visits to look forward to at Cox Gren School, giving our students the opportunity to make memories and new friends.

Although some trips are subject compulsory, such as field study days and theatre productions, many other trips link to the curriculum. This gives students the opportunity to enhance their classroom learning and bring the practical into reality. Trips such as museums and galleries, overseas residentials and end of year reward trips, to name but a few.

We are also a Duke of Edinburgh Award licensed centre, offering all three Awards: Bronze, Silver and Gold.



Contacts

It is essential for the school to have your correct address and contact telephone numbers for contact to be made, especially in the event of an emergency. Any amendments to this information can be made via Edulink One.

First Point of Contact at School

The Form Tutor, SAFE Manager or Head of Year are the first points of contact for you and your child. They oversee social, personal and academic progress and are available to discuss any concerns you have regarding your child. If you have concerns about a particular subject, you should contact the subject teacher or the Subject Leader by emailing enquiries@coxgreen.com.

Safeguarding

We pride ourselves on our excellent safeguarding. We are committed to ensuring that all our students are well cared for, safe and protected. All staff believe that our school should provide a safe, caring, positive and stimulating environment that promotes social, physical and moral development for each individual child. Each year group has a dedicated SAFE Manager who will provide support to students and families.

SAFE Managers: 2026 - 2027

| | |
|------------|-------------|
| Year 7 | Mrs Cowling |
| Year 8 | Mrs Szram |
| Year 9 | Miss Morris |
| Year 10 | Miss Last |
| Year 11 | Miss Bell |
| Sixth Form | Mrs Phelps |

Designated Safeguarding Officer – Mrs Phelps

Designated Safeguarding Lead – Mrs Morgan-Russell

SEND/INCLUSION

Students who are registered as having additional needs, may be provided with a STEP plan to signpost teachers towards specific strategies. This will aid learning and engagement within the classroom above and beyond the normal teaching of the class. In some instances where an Education Health Care Plan EHCP is granted, students will also work alongside additional adult support in lessons. Cox Green School works closely with external agencies to ensure specialist support is provided when needed. The Inclusion Department also offer bespoke interventions, either individually or as a small group, to support students where the need is identified.

Emergency Closure

If a decision is taken to close the school because of bad weather or other unforeseen circumstances, we will text parents/carers, update the school website and post information on social media.

Good Advice from our Current Year 7's

“My advice for the new Year 7 students next year is to not panic!
You will have lots of people who will support you.”

“You will make lots of friends easily, so don't worry.”

“Get up early so that you can be ready on time and won't be late
to school.”

“Pack your bag the night before so you can be organised.”

“Don't be afraid to ask for help - Everyone is so friendly and the
teachers give good advice.”

Further Information

The Cox Green School Newsletter is sent out weekly and can also be viewed on our website. The Newsletter is full of useful information including upcoming events, letters sent home, Stars of the Week and what each year group have been up to that week. You can also follow us on X and Facebook (@CoxGreenSchool) where useful information and good news is shared. Please check our website www.coxgreen.com for further information including our Student Privacy Notice (Data Protection Act 2018).

We hope that this information will help prepare you and your child for when they start at Cox Green School.