

## Key staffing and communication update

Dear Parents and Carers,

Welcome back after the Easter break. We do hope that you had a restful and relaxing break. For those of you who celebrated Easter, Eid or any other event, we hope you were able to spend some well-deserved time with friends and family.

The beginning of the school term is often a good time to refresh our memories when it comes to some of our well-known (but sometimes forgotten!) rules and routines. In this email, you will find our staffing and communication updates, as well as a reminder of our uniform policy and other helpful information.

### Staffing Update

Please find below the teachers who will be teaching your children until the end of the year. We are very happy to welcome back Mr Endacott who is returning to school after recovering from an injury. Congratulations and all the best to Ms Wajchandler who begins her maternity leave on Friday 10<sup>th</sup> May. Mr Opoku will be teaching 3W for the remainder of the year. He has worked with the school over the past year as a supply teacher so the children know him well! We are also welcoming Mrs Nimra Malik to the team as the new School Business Manager. Mrs Malik will be working Wednesday to Friday each week.

Teacher	Year Group and Class Name
Miss Morris	Year 6 – 6M
Mrs Turlington	Year 6 – 6T
Mrs Twyford/Miss Razzaq	Year 5 – 5TR
Miss Nanthakumar	Year 5 – 5N
Mrs Patel/Mrs Allworthy	Year 4 – 4P
Ms Afzal	Year 4 – 4A
Ms Greenaway	Year 3 – 3G
Miss Wajchandler/Mr Opoku	Year 3 – 3W
Mrs Barzey	Year 2 – 2T
Mr Saunders	Year 2 – 2B
Ms Rose	Year 1 – 1S
Mrs Vella	Year 1 – 1B
Mrs Fasham	Reception - RF
Ms Nabi	Reception - RN

<b>Mrs James/Ms Cross</b>	Nursery
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### PE Timetable

Please see the table below for when your child will have PE. On PE days, your child should come into school wearing full PE kit.

Year Group	PE Day
<b>Reception</b>	Monday
<b>Year 1</b>	Tuesday
<b>Year 2</b>	Thursday
<b>Year 3</b>	Thursday
<b>Year 4</b>	Tuesday
<b>Year 5</b>	Wednesday
<b>Year 6</b>	Wednesday/Friday PM (swimming)

### SEND

If you have any queries related to SEND, please raise these with your child's teacher initially. If necessary, the class teacher may refer concerns to Mrs Begum, Assistant Headteacher for Inclusion, or another member of the core leadership team.

### Parent/School Communication

For most communication the school office will be parents' first port of call. You can email the admin team on [Admin.Gilbertcolvin@redbridge.gov.uk](mailto:Admin.Gilbertcolvin@redbridge.gov.uk) or telephone directly. For anything class related, you can contact your teacher by sending an email to the office. If your query is about day-to-day arrangements including absence, changes to pick up arrangements, please let the office know. If you have a concern and have already raised it with the class teacher, the phase leader should be contacted via the office. If a concern is escalated, the core leadership team will speak with parents.

If you need someone else to collect your child, please inform the school office **by 2.45pm** so that a message can be forwarded to the class teacher in time. If you call after this time your child will need to be collected from the school office.

As always, we ask that parents speak to all of our staff politely and respectfully, and of course, you should expect exactly the same from us!

### School Uniform

Our uniform is designed to be simple, practical and affordable. We ask that all children attending Gilbert Colvin adhere to the uniform policy; however, please do contact us if there is any reason why your child is not able to wear an item of school uniform (e.g. shoes, jumper, t-shirt) – we may be able

to help. If your child wears an item that is not part of our school uniform, such as non-regulation jewellery, a member of staff may contact you. Our uniform policy can be found [here](#).

### **Attendance and Punctuality**

High attendance and punctuality is a high priority at Gilbert Colvin Primary School as this gives your child the best start in life.

**High Attendance = High Achievement.**

**Attendance Matters**



- If your child is going to be absent from school, please leave a message on the absence line (0208 550 4630) no later than 9.30am on the first day of absence. You must phone every day that your child is absent, even if the reason for absence is ongoing. Please state your child's full name, their class and the reason for absence. Please ensure you give sufficient detail to avoid unauthorised absences. Reporting absences as "ill", "unwell", "sickness" or "poorly" does not provide the school with sufficient information to enable us to authorise an absence.
- Routine appointments such as dental check-ups, optician appointments etc. should not be taken during the school day.
- We understand that hospital/specialist appointments are difficult to re-arrange and you may need to take your child out of school on such occasions. Please inform the school office in advance of the appointment if this is the case. You will need to provide evidence of your appointment.
- Holidays are not authorised in term time and unauthorised absence may result in a penalty notice being issued.

### **Contacts**

The admin team at [Admin.Gilbert@redbridge.gov.uk](mailto:Admin.Gilbert@redbridge.gov.uk)

- Mrs Malik – School Business Manager (Finance/HR/Premises)
- Mrs Hammond – Office Manager (Admissions/Attendance)
- Mrs Idris – Deputy Office Manager (Attendance/Finance)
- Mrs Williams – Admin Assistant (Welfare)

Core Leadership Team

- Ms Liz Cohen, Headteacher and Designated Safeguarding Lead – [liz.cohen@gilbertcolvin.redbridge.sch.uk](mailto:liz.cohen@gilbertcolvin.redbridge.sch.uk)
- Mr Adam Endacott, Deputy Headteacher – [adam.endacott@gilbertcolvin.redbridge.sch.uk](mailto:adam.endacott@gilbertcolvin.redbridge.sch.uk)
- Mrs Neena Begum, Assistant Headteacher for Inclusion – [neena.begum@gilbertcolvin.redbridge.sch.uk](mailto:neena.begum@gilbertcolvin.redbridge.sch.uk)

Contact Phase Leaders via the school office

- Mrs Fasham – EYFS
- Mrs Vella – Year 1/2
- Miss Wajchandler – Year 3/4
- Mrs Twyford – Year 5/6

Our new [curriculum maps](#) for the term, and any other important updates will be displayed on the school's website. If you have any questions relating to this email, please don't hesitate to contact our office.

Best wishes,

Liz Cohen  
Headteacher