



Gilbert Colvin Primary School

Friday 11th September 2026

Dear Parents and Carers,

Key Staffing and Communication Update – Autumn Term

It has been lovely seeing everyone return this week, bringing such positivity and enthusiasm into the school. The start of a new year always feels like a clean page – full of potential and new ideas! We are excited for the year ahead and for all that it may bring. As we begin the new term, we are pleased to share our key staffing and communication letter which we send out at the start of each term to keep you informed.

Don't forget, you can find key information and updates on our school website, and the weekly newsletter.

If you have any questions or require further information, please don't hesitate to contact the school office – we're here to help.

Staffing Update

Please find below a reminder of our class teachers for 2026-27. We are delighted to welcome Miss Pell to the team, who will be covering Miss Wilmott during her maternity leave. We will be saying a temporary goodbye to Miss Wajchendler when she begins her maternity leave at the end of September.

If you have any questions related to class activities, please feel free to contact your child's teacher by sending an email through the office or speaking with them on the playground after school.

Year Group	Teacher	2026-27 Class	2025-26 Class
Nursery	Mrs Rashid	Blossom	
Reception	Miss James	Acorn	<i>Blossom</i>
Year 1	Mrs Vella M,W,Th,F/ Mr Saal T	Willow	<i>Acorn</i>
Year 2	Miss Cabey Miss Barzey	Beech Pine	<i>Willow Ash</i>
Year 3	Mrs Afzal	Cedar	<i>Beech</i>

Strafford Avenue, Clayhall, Ilford, Essex IG5 0TL

Headteacher: Ms Liz Cohen E-mail: admin.gilbertcolvin@redbridge.gov.uk Tel: 020 8550 4630 www.gilbertcolvin.co.uk

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	Mr Opoku	Elm	<i>Pine</i>
Year 4	Miss Belov	Maple	<i>Cedar Elm</i>
Year 5	Mrs Twyford M,T,W/Miss Razzaq Th,F Mr Pallet	Chestnut Sycamore	<i>Maple Hazel</i>
Year 6	Miss Turlington Miss Morris	Elder Oak	<i>Sycamore Chestnut</i>

Curriculum Provision

Whole Class Instrumental Tuition

Year 3 Elm recorders – Wednesday

Year 4 Maple violins – Tuesday

Year 5 Sycamore cornets – Friday

Whole class instrumental lessons will start either next week or the following week, depending on the instrument your child is learning. We will confirm when individual and group peripatetic piano lessons will resume once we have confirmation from the Redbridge Music School.

Rocksteady sessions commenced this week.

Your Child's Learning

Parents can find out what pupils are learning in each subject on our [website](#) where we have long term plans and progression maps in place. Parents can also find the Autumn 1 half termly year group curriculum maps [here](#) which provide details of what your child will be learning in each subject this half term.

PE

On PE days, Children should come into school wearing their PE kit. Please refer to our [school uniform guidance](#) on the website for PE uniform.

Tuesday – Year 5 and Year 6

Wednesday – Year 3 and Year 2

Thursday – Year 4 and Year 1

Friday – Reception

Year 5 begin swimming lessons this term each Monday; parents and carers will be informed once school has confirmation of the start date.

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Open Classrooms and Assemblies

Each term, parents will be invited to attend either an 'open classroom' session in your child's class or a class/year group performance. During the Autumn term, the following events will take place. Dates will be confirmed on the newsletter and the website:

- Meet the Teacher session – Monday 14th September, 3.40-4.40pm
- Reception and Nursery 'Stay & Play' sessions
- Year 6 class assemblies
- Open classrooms for Year 3, 4, 5 & 6
- The Christmas Nativity – Year 1 & 2
- Christmas carols – Nursery and Reception

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 will contact you.

We find that the non-uniform item of clothing most commonly worn are trainers that do not adhere to the school policy. **Black shoes or black trainers** are relatively easy to find in shops and are often less expensive than brand name trainers. Please ensure that your child is attending school wearing school uniform. Our uniform policy can be found [here](#).

If your child attends school wearing non-uniform footwear or jewellery, a member of staff will contact you initially to bring this to your attention. Should this continue, a formal letter will be sent home. Please note that certain items – such as hooped earrings – pose a health and safety risk. In line with our policy, and advice from the PE association, children wearing non-regulation jewellery may be unable to take part in PE lessons or active play during break times if the issue persists and jewellery is not removed.

SEND

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

Attendance

At our school, good attendance is essential for every child's success and well-being. Research consistently shows a strong link between high attendance and academic success. Every child has the right to an education, and we encourage

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and expect 100% attendance for all pupils. Our [attendance policy](#) is on the website.

From time to time, your child may need to miss school due to illness. At Gilbert Colvin, we ask that parents report all absences to the school office, clearly stating their child's first name, surname, and class. Please also provide the specific reason for absence, including details of any illness. If your child is absent due to illness for more than three consecutive days, we will request medical evidence from the third day onwards. This can be in the form of a doctor's note or medical certificate. These procedures help us to safeguard children's wellbeing, maintain accurate records, and ensure that learning is disrupted as little as possible. Further guidance can be found on our '[Medical Information](#)' website page.

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 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, one of the core leadership team will speak with parents.

Our [Complaints Policy](#) provides parents with clear guidance on how to raise a concern and outlines the steps involved in the process. However, the school is committed to addressing and resolving any issues before they escalate to a formal complaint.

If an email is sent to the office that is not a day-to-day enquiry handled by the admin team, it will be forwarded to the appropriate member of staff. Unless it is an urgent safeguarding matter, we will aim to send an initial response within **five working days**. Please be aware that the volume of emails with concerns, enquiries and feedback we receive has increased significantly, and there may be occasions when we are unable to respond within this timeframe, particularly as most of our work is practical and child-facing, rather than desk-based.

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!

Contacts

The admin team at Admin.GilbertColvin@redbridge.gov.uk

- Mrs Malik – School Business Manager (Finance/HR/Premises)
- Mrs Hammond – Office Manager (Admissions/Attendance)

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- Mrs Idris – Deputy Office Manager (Attendance/Finance)
- Mrs Williams – Admin Assistant (Welfare)

Core Leadership Team

- Ms Cohen, Headteacher and Designated Safeguarding Lead
- Mr Endacott, Deputy Headteacher and Deputy Designated Safeguarding Lead
- Mrs Begum, Assistant Headteacher for Inclusion and Deputy Designated Safeguarding Lead
- Miss Turlington, Assistant Headteacher and Deputy Designated Safeguarding Lead

Contact Phase Leaders via the school office

- Mrs Vella – Year 1/2 and Deputy Designated Safeguarding Lead
- Miss Wajchandler – Year 3/4
- Mrs Twyford – Year 5/6

If you have any questions relating to this email, please don't hesitate to contact our office. Once again, welcome back. I look forward to seeing parents and working together over the course of the term.

Sincerely,

Ms Cohen
Headteacher

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