



Gilbert Colvin
Primary School



Parent Handbook

Welcome

On behalf of the children, staff, and governors, I would like to warmly welcome you to Gilbert Colvin Primary School.

Gilbert Colvin Primary School is a vibrant, two-form entry multicultural school with a Nursery, set within spacious green grounds in the Clayhall area of Barkingside. We take pride in our inclusive community, where every child is supported and given the opportunity to thrive.

At Gilbert Colvin, the needs of our children are at the core of every decision we make.

Our dedicated staff deliver high-quality learning in a safe, nurturing environment. We spark curiosity and a desire to explore new ideas through a carefully structured curriculum that builds on children's existing knowledge. Our approach ensures steady progress and is enriched with valuable opportunities that develop talents and broaden horizons.

Meaningful relationships between pupils and staff underpin our school ethos. Through these connections, we cultivate a culture of respect, trust and mutual care.

We recognise that education is most effective when schools and families work in partnership. We aim to involve parents and carers in all aspects of school life and appreciate the vital role you play in your child's learning journey. Visitors to the school are always welcome as we believe seeing our vibrant community in action is the best way to understand what makes Gilbert Colvin special. If you would like to visit, please contact the school's main office to arrange a tour.

We look forward to welcoming you to our school and sharing our vision for bright, successful future for every child.

Liz Cohen
Headteacher





Ethos, Mission and Values

Our Ethos

We are a caring and inclusive school where every child is supported. We believe that confidence, self-esteem and strong values help children succeed. We celebrate diversity, encourage teamwork and support children to face challenges and do their best.

Our Mission

**We believe that every child can make a difference.
We want to help children:**

- grow in confidence and enjoy learning
- take on challenges and aim high
- learn in a safe and supportive environment
- gain the skills and values they need for the future

Our Values

Our school values guide everything we do:



Perseverance

Keep going, even when things are difficult



Courage

Try new things and be confident



Integrity

Be honest, take responsibility and do the right thing

At the heart of our school is kindness. We encourage children to be respectful, caring and thoughtful to others.

The School Day

Our school day is carefully structured to provide a balanced routine for all our pupils. Below, you'll find the details of our start and end times.

Arrival and Registration

Doors open: 8.45 a.m. for all year groups

Registration closes: 9.00 a.m.

(Children arriving after this time may be marked as late)

End of the School Day

Nursery (Morning): Finishes at 11.45 a.m.

Nursery (Afternoon): Starts at 12.15 p.m. and finishes at 3.15 p.m.

Reception: Finishes at 3.10 p.m.

Years 1–6: Finish at 3.25 p.m.

** Nursery children who stay for both the morning and the afternoon session need to bring a packed lunch and there is a small charge for lunchtime supervision.*

Please ensure your child arrives on time and is collected promptly at the end of the day. The school gate opens at 8.45a.m., giving children enough time to settle before the register is taken at 9.00a.m. Arriving on time helps your child start the day calmly and ensures they don't miss valuable learning. Children arriving after the gates close must be signed in at the office by a parent or carer.

Attendance

Parents play a key role in ensuring good attendance:

Legal Obligation: Ensure their child attends school regularly.

Appointments: Arrange medical and dental appointments outside school hours whenever possible.

Punctuality:

- Ensure children arrive between 8.45 AM and 9.00 AM for the soft-start.
- Sign in at the school office if arriving after 9.00 AM.

Parents must notify the school on the first day, and each subsequent day, of their child's absence with a reason.

Taking children out of school during term time for holidays will not be authorised.



School Meals

Our meals are cooked onsite by our catering partners, ISS. We offer nutritious options, catering for different dietary needs and tastes. All meals meet the School Food Standards, helping children to develop healthy eating habits. There is also a salad bar with lots of fresh options for children to choose from. Children are expected to eat with a knife and fork.

A downloadable menu can be found on our website.

All children in Reception to Year 6 are entitled to 'Universal Free School Meals'.

Packed Lunches

Some families prefer to bring their own lunches. In order to keep everyone safe, we ask that nuts and nut products are avoided. We expect children to have nutritious food which will give them the energy they need for a busy afternoon in school. Fizzy drinks, chocolate and sweets are not permitted. We expect children to have at least one portion of fruit or vegetables.

Break Time Snacks

We encourage pupils in Years 3-6 to bring a healthy and nutritious snack for break time to help maintain their energy and focus throughout the school day. Chocolate, sweets, and crisps are not permitted – any of these items brought in will be sent home.

Early Years and Key Stage 1 pupils are provided with free fruit at break time, so they do not need to bring a snack from home. Nursery and Reception children who are aged 3 and 4 are provided with free milk every day.

Healthy Snack Ideas:

- Fresh fruit (e.g. apples, bananas, grapes)
- Vegetable sticks (e.g. carrot, cucumber, pepper)
- Plain rice cakes or oatcakes
- Cheese cubes or a small portion of plain popcorn

Thank you for supporting our commitment to promoting healthy eating habits!

Uniform

We understand that many families are facing financial challenges, and we strive to keep the cost of our school uniform as low as possible. To support this, we offer a second-hand uniform shop at the school, where good quality used items are available for purchase.

Children can wear uniform with or without the school logo, and non-logo items are widely available in high street shops and supermarkets. Uniform with the Gilbert Colvin logo can be ordered online through our official supplier khalaschoolwear.co.uk

Adhering to the school uniform policy is important for both behaviour and health and safety reasons. For safety reasons, pupils are not permitted to wear jewellery in school, with the exception of small stud earrings, and sensible, non-bulky watches (**not** smartwatches). Religious jewellery may be considered; however, it must be removed or safely covered during P.E. lessons and break times to ensure the safety of all pupils. All pupils are required to wear black shoes or trainers. Wearing the correct uniform helps foster a sense of belonging and unity within the school community.

School Uniform Requirements

- Plain black shoes or plain black trainers
- Grey or black skirts or trousers
- White shirts or white polo shirts
- Royal blue sweatshirts/cardigans
- School book bag

PE Kit

On PE days, children come to school in their PE kit

- Trainers
- A pair of black jogging bottoms (outdoor PE)
- A pair of black shorts (indoor PE)
- White T-shirt
- School sweatshirt



EYFS

We are proud to offer a nurturing and engaging Early Years Foundation Stage setting, consisting of our 39-place Nursery, where children can join from the age of three, and our Reception class. Both provisions provide a rich learning environment with spacious outdoor areas, climbing equipment, and stimulating indoor and outdoor provisions, designed to spark curiosity and encourage active exploration.



Our Nursery

Children can begin their educational journey with us from the age of three in our Nursery. We follow the Development Matters non-statutory guidance in implementing the Early Years Foundation Stage framework, focusing on developing children's curiosity, confidence, and foundational skills in a play-based setting.

Our Approach

We believe that young children learn best through play and exploration. Our curriculum is designed to support development across the seven areas of learning in the EYFS:

- Communication and Language
- Physical Development
- Personal, Social, and Emotional Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

Children engage in a mix of adult-led and child-initiated activities that encourage them to explore, ask questions, and develop independence. We place a strong emphasis on language development, using songs, stories, and conversations to build vocabulary and communication skills.

In the summer term, children begin daily phonics sessions using the Read Write Inc. programme, learning to recognise letter sounds and starting to blend them into simple words.

All areas of the EYFS curriculum are carefully planned to provide a broad, balanced, and progressive learning experience. Children develop new skills, acquire knowledge, and build understanding across the seven areas of learning. Our curriculum is topic-based and enhanced by quality key texts, which are selected to support speech, language and communication development.

Our dedicated and caring staff are committed to supporting children in the first stage of their education, forming positive relationships that help them feel safe, confident, and excited to learn. We also value strong partnerships with parents, working together to ensure every child has the best possible start to their educational journey.



A Typical Day in Nursery

Our Nursery day is structured to provide a balance of routine and flexibility, allowing children to feel secure while exploring new experiences.

- **Morning Welcome:** Children are greeted and settle into the day with free play activities.
- **Carpet Time:** Group sessions include stories, songs, and discussions to develop listening and speaking skills.
- **Focused Activities:** Adult-led tasks target specific learning objectives, such as counting games or creative projects.
- **Outdoor Play:** Children enjoy daily access to our spacious outdoor area, which includes a large green space and a dedicated Nursery activity frame, supporting physical development and imaginative play.
- **Snack Time:** A healthy snack is provided, encouraging social interaction and independence.
- **Child-Initiated Play:** Children choose activities based on their interests, fostering decision-making and creativity.
- **Story Time and Reflection:** The day concludes with a story and a chance to reflect on the day's activities.

Throughout the day, children might engage in activities such as building with blocks, painting, exploring nature, or participating in role-play scenarios. These experiences are designed to support their overall development and prepare them for the next stage of their education. Find out more about our early years curriculum on our website.

Our Curriculum

Our broad and balanced curriculum is designed to challenge and engage all learners, preparing them for future academic success and life beyond school.

Curriculum Intent

We aim to provide an education that is purposeful and inclusive. Our curriculum reflects the diversity of our school community and helps every child to grow and succeed. Learning builds on what pupils already know, with knowledge and skills carefully sequenced to ensure steady progress year after year.

Reading is central to our approach. We teach literacy through high-quality texts and a strong early reading programme. Speaking and listening are woven through all subjects, helping pupils to communicate clearly and confidently.

Our curriculum is driven by three key principles: **opportunity, collaboration, and aspiration**. We provide opportunities for all pupils to explore a range of subjects, discover their talents, and develop new skills. Collaboration is central to our approach, encouraging pupils to work together, share ideas, and build on each other's strengths. Aspiration is at the heart of everything we do; we encourage pupils to aim high, believe in themselves, and reach their full potential.

We adapt our programmes of study to meet the diverse needs of all pupils, including those with Special Educational Needs (SEN), English as an Additional Language (EAL), and disadvantaged learners, ensuring that everyone has the opportunity to succeed.

For more information about our curriculum or specific subjects, please contact our school office or visit our curriculum subject pages on the school website.





Curriculum Enrichment and Cultural Capital

We believe that learning goes beyond the classroom and are committed to providing pupils with experiences that deepen understanding, spark curiosity, and broaden their outlook. Our curriculum enrichment is carefully planned to complement classroom learning and support pupils' academic development

We offer a wide range of trips, workshops, visitors, and events that bring learning to life. These include visits to museums, theatres, and local attractions, as well as sessions led by subject experts. Author visits and assembly guests regularly engage with pupils, encouraging a love of reading and learning.

In music, while the Charanga Musical School Scheme underpins our curriculum, we enrich it further through Whole Class Ensemble Teaching (WCET) in Years 3, 4, and 5. During this time, pupils learn an instrument for half a year, developing their musical skills, teamwork, and confidence in performing.

Cultural capital is central to our approach. By giving pupils opportunities to explore different cultures, ideas, and real-world experiences, we help prepare them to thrive in and contribute to the wider world. Here are some of the ways in which we incorporate cultural capital into our curriculum: activities around Diwali, Chinese New Year, and Ramadan; Year 5's Ancient Greece Day and Year 6's Enterprise Week; topical events such as Diversity Week, Black History Month, and Anti-Bullying Week.



PE and Sport

We are proud to offer a high-quality, inclusive PE curriculum led by two dedicated PE specialists – one focusing on gymnastics and dance, and the other on outdoor sports and physical education.

We make the most of our spacious outdoor and indoor facilities, providing children with plenty of opportunities to stay active throughout the day – whether during PE lessons, structured break and lunchtime activities, or extra-curricular sports clubs led by our specialist coaches.

We also actively participate in local and cross-school competitions across all age groups, including events specifically designed for children with additional needs, ensuring that every child has the chance to experience the benefits and joy of sport.

Homework

Homework is set each week for KS1 and KS2 children and fortnightly for EYFS children. The homework is a mix of online and paper-based learning. Homework is sent home via the Arbor app.

Most importantly, we expect all children to read at home every day; younger children should read with an adult or sibling, older readers can read by themselves, although reading with an adult helps readers at any stage.

Read Write Inc. links are sent separately each week via the Arbor app for Reception, Year 1 and Year 2 children who are on the RWI programme.

Times Table Rock Stars is available to all children in Key Stage 2.

Accelerated Reader is available to all children who are not taking home RWI books.

SEND

We are dedicated to providing a supportive and inclusive environment where every pupil, regardless of their individual needs, has the opportunity to succeed. We collaborate with external agencies to offer tailored support for pupils at all levels of need, ensuring each child's needs are met so they can thrive academically and socially.

We use a variety of evidence-based strategies, such as the EEF (Education Endowment Foundation) Five a Day approach, Universal Strategies, and Adaptive Teaching, to make the curriculum accessible to all students. Our classrooms are designed as Enabling Environments where children can learn in a way that suits their individual needs, ensuring they can progress effectively.

To further support our pupils, we incorporate programmes such as Colourful Semantics, Widgit, and Zones of Regulation across all classrooms. These tools help scaffold learning and provide additional support in communication, understanding, and emotional regulation.

Each child's needs are approached individually, and we offer targeted interventions to ensure they receive the appropriate support for their progress. Our staff participate in continuous CPD (Continual Professional Development) to stay informed about the latest strategies and techniques for supporting children with SEND.

We work closely with all stakeholders, including families, external agencies, and specialists, to ensure a holistic approach to each child's education. Pupil voice is also integral to our approach, as we actively involve children in decisions about their learning to empower them in their educational journey.

The school's Inclusion Manager and SENDCo is Mrs Begum. Mrs Begum can be contacted via the school office.

Pastoral Care

We support the whole child, prioritising emotional well-being alongside academic progress. Our two trained ELSAs (Emotional Literacy Support Assistants) provide targeted support, and we offer a lunchtime club for vulnerable pupils.

We use Zones of Regulation to help children manage emotions, and our trauma-informed staff offer sensitive and effective support.



Pupil Premium

Pupil Premium funding is a government initiative designed to support the educational progress of disadvantaged children. Schools receive this funding for pupils who are currently eligible for free school meals or have been eligible at any time in the last six years. The funding helps to close the attainment gap between these pupils and their peers, ensuring that all children have the opportunity to succeed academically.

At Gilbert Colvin, we use this funding to subsidise extracurricular opportunities, such as music tuition and trips, provide additional resources, and increase the number of staff available to offer targeted support that secures or boosts learning. Research shows that children from low-income families may face challenges such as poor language and communication skills, low self-confidence, or issues with attendance and punctuality. By addressing these barriers, Pupil Premium funding helps us create a more inclusive and supportive learning environment.

If you think your child might be eligible, please apply! This extra funding enables us to provide even more opportunities and support to help all our pupils thrive. Details of how to apply directly to the London Borough of Redbridge are on our school website.





Clubs

Our school offers a wide range of extra-curricular clubs designed to enrich pupils' experiences and provide opportunities to explore new interests. Clubs are available before school, during lunchtime, and after school, running in 10-week blocks each term. Each hour-long session costs £6, with all funds contributing directly to the running, resourcing, and staffing of the clubs.

Children in receipt of Pupil Premium are entitled to a subsidy of 50% for one club per term, ensuring that all pupils can access these valuable opportunities.

Clubs that we have run include homework, reading, arts and crafts, badminton, duathlon, gardening, gymnastics, karate, colouring, cricket, French, and football.



Wraparound Care

At Gilbert Colvin Primary School, our wraparound care is provided by Kids In Charge, an experienced external childcare provider. They offer before- and after-school care on our school site during term time.

Operating Hours:

Morning Session: 7:30 a.m. – 8:45 a.m.

Afternoon Session: 3:10 p.m. – 6:30 p.m.

Kids In Charge provides a safe, engaging environment where children can participate in a variety of activities, including fun and energising sports and team games. Nutritious snacks and meals are included as part of the service.

The programme is designed to support working families by offering flexible, high-quality childcare that complements the school day.

For more information or to register, please contact Kids In Charge:

Telephone: 020 8530 7075

Website: www.kidsincharge.co.uk

Communications

We believe that effective communication between school and parents/carers is essential in fostering a strong partnership to support each child's learning and well-being.

We are committed to keeping families informed through a range of communication channels:

School Website – our primary source of information, updated regularly with key announcements, policies, and resources.

Arbor – our main communication platform for messages, updates, and important notices. Parents can download the Arbor app for easy access.

Weekly Newsletter – sent every week, providing key event details, important dates, and school news.

Book bags – reading books are sent home in book bags, along with occasional paper-based information when necessary (though we aim to be as paperless as possible).

How do you communicate with us?

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 contacting the office by telephone or email, make sure you include your child's full name and class in the message.
- If your child is sick or absent from school for any authorised reason such as a medical appointment, you must call the office before school starts at 9.00am. If calling before the office is staffed at 8.00am, please leave a message on the answerphone.
- Some of the greatest issues arise with late pick-ups or changes in pick-up arrangements. Please email the office if arrangements change (or call with last-minute changes) and we will let your child and their teacher know. Children should be picked up promptly at the end of the school day. Repeated late pick-ups may result in a fine being issued.
- The office should be informed immediately of any changes to telephone numbers, email addresses or addresses of all contacts.
- Teachers will be outside the classrooms at the end of each school day. This is a time when you can speak with them to make a further appointment or discuss smaller issues. Messages can be left for teachers at the office.

Raising a concern

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.

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)

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

Ms Turlington – Assistant Headteacher and Deputy Designated Safeguarding Lead

Phase Leaders

Mrs Vella – Year 1&2

Mrs Wajchandler – Year 3&4

Mrs Twyford – Year 5&6

Gilbert Colvin Primary School
Strafford Avenue
Clayhall
Ilford
Essex IG5 0TL
Tel: 020 8550 4630
Email: admin.GilbertColvin@redbridge.gov.uk

