



Gilbert Colvin Primary School

Headteacher: Ms Liz Cohen

Strafford Avenue, Clayhall, Ilford, Essex, IG5 0TL

E-mail: admin.gilbertcolvin@redbridge.gov.uk

www.gilbertcolvin.co.uk

Tel: 020 8550 4630



25th April 2025

Dear Parents and Carers,

Key Staffing and Communication Update – Summer Term

Welcome back! It's great to see everyone back – we're looking forward to the weeks ahead and all the exciting learning to come. 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 redesigned school website. We will also be gradually introducing our new school logo over the course of this term.

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. 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.

Teacher	Year Group and Class Name
Miss Turtington	Year 6 – Elder
Miss Morris	Year 6 – Oak
Mrs Twyford/Miss Razzaq	Year 5 – Chestnut
Mr Pallet	Year 5 – Sycamore
Miss Dawson	Year 4 – Hazel
Mrs Afzal	Year 4 – Maple
Miss Belov	Year 3 – Cedar
Mr Opoku	Year 3 – Elm
Mrs Vella	Year 2 – Beech
Ms Sana	Year 2 – Pine
Miss Cabey	Year 1 – Ash
Miss Barzey	Year 1 – Willow
Miss Nabi	Reception - Acorn
Ms Fasham	Reception - Apple
Miss James	Nursery - Blossom

Curriculum Provision

Whole Class Instrumental Tuition

Year 3 Cedar recorders – Wednesday

Year 4 Hazel violins – Tuesday

Year 5 Chestnut cornets – Friday

Individual and group peripatetic piano lessons will resume on **Monday 28th April** and will continue weekly on Mondays. We welcome a new piano teacher, Jelena Casey who is taking over from Alex Butters. Children will have their piano lessons at the same time as they did last term. Rocksteady lessons will continue on Mondays and Thursdays.

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 Summer 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 1

Wednesday – Year 4 and Year 2

Thursday – Year 3 and Year 6

Friday – Reception

Year 6 begin swimming lessons on **Friday 25th April**.

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. Here are a couple of dates to put in your diary for Summer 1:

- Wednesday 21st May at 9.15am – Reception Open Classroom
- Thursday 22nd May at 9.15am – Nursery Open Classroom

In the second half of the Summer term, Years 1, 2, 3 and 4 will hold their 'open classroom' sessions (dates also to be confirmed) and Years 3, 4, and 5 will end their whole-class instrument learning with a musical performance which parents are invited to. We are also looking forward to Year 6's end of year play.

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.

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](#).

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,



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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.

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
- Miss Turlington, Assistant Headteacher and Deputy Designated Safeguarding Lead

Contact Phase Leaders via the school office

- Ms Fasham – EYFS and Deputy Designated Safeguarding Lead
- Mrs Vella – Year 1-3
- Mrs Twyford – Year 4-6

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,

Liz Cohen
Headteacher