



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



7th January 2025

Dear Parents and Carers,

Key Staffing and Communication Update – Spring Term

Welcome back! We hope you had a restful and enjoyable Christmas break. 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.

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. We are delighted to welcome Miss Dawson as the long-term class teacher for Year 4 Hazel. Miss Dawson knows our school well and has worked in several year groups over the past few months.

Teacher	Year Group and Class Name
Mrs Turlington	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
Ms Afzal	Year 4 – Maple
Ms Belov	Year 3 – Cedar
Mr Opoku	Year 3 – Elm
Mrs Vella	Year 2 – Beech
Mrs Sana	Year 2 – Pine
Miss Cabey	Year 1 – Ash
Miss Barzey	Year 1 – Willow
Miss Nabi	Reception - Acorn
Miss Fasham	Reception - Apple
Miss James	Nursery - Blossom

Curriculum Provision

Whole Class Instrumental Tuition

Year 3 Elm recorders – Wednesday

Year 4 Maple violins – Tuesday

Year 5 Sycamore cornets – Friday

Individual and group peripatetic piano lessons will commence on **Monday 13th January** and will continue weekly on Mondays. Parents of children learning the piano will be notified directly by Redbridge Music Services and children will be informed of their lesson time by their teacher.

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 Spring 1 half termly year group overviews [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

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 Spring 1:

- Friday 7th February – Nursery Open Classroom
- Friday 14th February – Reception Open Classroom

This term, Years 3 and 4 will host class assemblies (dates to be confirmed) and in the second half of the Spring term, Years 1, 2, 5 and 6 will hold their 'open classroom' sessions (dates also to be confirmed).

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, 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.



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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 Turtington, Interim Assistant Headteacher and Deputy Designated Safeguarding Lead

Contact Phase Leaders via the school office

- Miss 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 after the festive break. I look forward to seeing parents and working together over the course of the term.

Sincerely,

Liz Cohen
Headteacher