



Friday 5th September 2025

Dear Parents and Carers,

Key Staffing and Communication Update – Autumn Term

It's wonderful to see everyone back and full of energy as we begin the new school year. The start of term always brings a sense of excitement and possibility, and we're looking forward to another year of exciting learning, growth and partnership with you. 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 2025-26. 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.

In September, Miss Morris will be taking a period of leave for personal reasons. During her absence, Oak Class will be taught by Miss Azigbo who will be well supported by the year group team – Miss Turtington and Mr Endacott. Miss Azigbo knows the class as she has taught them before and is looking forward to joining the team. We look forward to welcoming Miss Morris back in October.

Year Group	Teacher	2025-26 Class	2024-25 Class
Nursery	Miss James	Blossom	
Reception	Miss Nabi	Acorn	
Year 1	Miss Cabey Mrs Vella 0.8/Miss Cross 0.2	Ash Willow	Acorn Apple
Year 2	Miss Belov Miss Barzey	Beech Pine	Year 1 classes mixed

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



Year 3	Miss Wajchendler Mr Opoku	Cedar Elm	Year 2 classes mixed
Year 4	Mrs Afzal Miss Dawson	Maple Hazel	Cedar Elm
Year 5	Mrs Twyford 0.6/Miss Razzaq 0.4 Mr Pallet	Chestnut Sycamore	Hazel Maple
Year 6	Miss Turtington Miss Morris	Elder Oak	Sycamore Chestnut

Curriculum Provision

Whole Class Instrumental Tuition

Year 3 Elm recorders – Wednesday TBC

Year 4 Maple violins – Tuesday

Year 5 Chestnut violins (catch up lessons from Year 4 – Autumn 1 only) – Friday

Year 5 Sycamore cornets – Friday

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 4 and Year 2

Thursday – Year 3 and Year 1

Friday – Reception

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

Open Classrooms and Assemblies



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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 15th September, 3.30-4.30pm
- 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.

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

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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 Turtington, 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 Wajchendler – 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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