



MEET THE TEACHER

Essential Guide for Parents and Carers of Children in Nursery
at Gordon Primary School



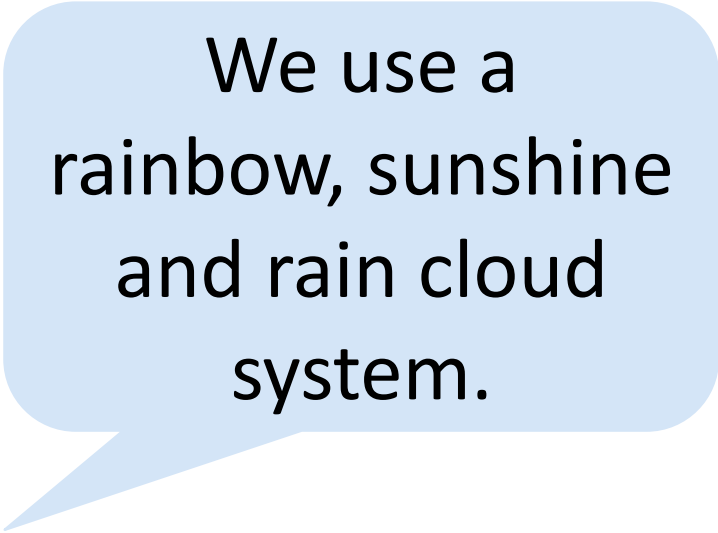
Welcome to Nursery

- Class teachers
- Teacher- Miss Able-Thomas
- LSAs – Mrs Khan and Miss Imtiaz (morning session only)

- Additional staff
- P.E.: Mr Gbana(Coach Romeo) & Mr Lawal
- Music: Mr McKevitt
- Spanish: Ms Fitzpatrick
- SENDCo: Ms Carrera
- Leadership Team: Miss Naidoo (Head Teacher); Miss Rogers (Deputy Headteacher); Miss Jones (Assistant Headteacher)
- Phase Leaders: Miss Patala (Early Years Foundation Stage); Miss Rogers (Key Stage 1); Ms Nehaar (Lower Key Stage 2); Miss Jones (Upper Key Stage 2)

Behaviour

- Our behaviour policy is available on the school [website](#)
- Please encourage your child to follow the 5Cs:
 - Care
 - Courtesy
 - Co-operation
 - Consideration
 - Commitment
- Pupils will receive teacher and peer commendation awards for demonstrating the 5Cs in school. These will be published in our fortnightly newsletter.



We use a
rainbow, sunshine
and rain cloud
system.

The School Day

- Children are admitted from 8.30am-8.45am (morning session) and 12:30pm-12:45pm (afternoon session).
- The register is taken at 8:45am/12:45pm, this is a legal document
- Please ensure that you drop off and collect your child promptly
- Lateness has a huge impact on your child's learning. Please ensure that your child is in school on time every day
- Morning session finishes at 11:30am and the afternoon session finishes at 3:30pm
- Please give the children space to exit the building. Your patience is appreciated as we ensure that your children are collected safely

Please wait patiently at the green gate for a teacher to call your child's name.

Absence

- If your child is not able to attend school, please ring the school office by 8.30am
- Your child's attendance and punctuality is tracked and reported to the Educational Welfare Officer
- The school will follow up on significant absences
- Once your child has returned to school, they must bring a letter to explain the absence
- Applications for exceptional circumstances can be made through the school office; contact Ms Ayres for further information

Attendance

Regular attendance and punctuality at school is an important factor in ensuring that children benefit from their education.

Facts about poor attendance

- Missing out on lessons leaves children vulnerable to falling behind.
- Children with poor attendance tend to achieve less in both primary and secondary school.
- The Education (School Day and School Year) (England) Regulations 1999 require all maintained schools to open to educate their pupils for at least 190 days (380 sessions) in each school year.
- School term times are on the school website
- Extended leave: the school has adopted the Redbridge policy
- No leave is to be taken during term time

Every Lesson Counts!

ATTENDANCE DURING SCHOOL YEAR	EQUATES TO SCHOOL ABSENCE	WHICH IS APPROXIMATELY	NUMBER OF MISSED LESSONS
94%	10 Days	2 Weeks	50 Lessons
90%	19 Days	4 Weeks	100 Lessons
85%	29 Days	6 Weeks	150 Lessons
80%	38 Days	8 Weeks	200 Lessons
75%	48 Days	10 Weeks	250 Lessons
70%	57 Days	11 1/2 Weeks	290 Lessons
65%	67 Days	13 1/2 Weeks	340 Lessons

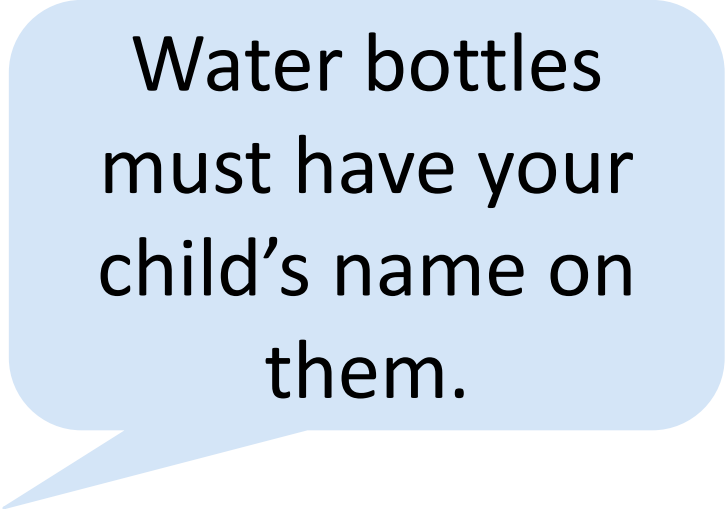


LESS CHANCE
OF SUCCESS

SERIOUS IMPACT
ON EDUCATION

Snack time

- Please support us in encouraging your child to adopt a healthy lifestyle
- A bottle of fresh water should be brought in each day
- Pupils in EYFS and KS1 are provided with a piece of fruit or veg each day so you do not need to provide a snack from home.
- Children should not bring any sweets, crisps or chocolate to school, even on birthdays.
- Gordon Primary School is a nut-free school



Water bottles
must have your
child's name on
them.

Free School Meals

- You are entitled to FSMs if you receive any of the following:
 - Income Support
 - Income-based Jobseeker's Allowance
 - Income-related Employment and Support Allowance
 - Support under Part VI of the Immigration and Asylum Act 1999
 - The guarantee element of Pension Credit
 - Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190) - Working Tax Credit is a disqualifying benefit regardless of your household income - this means that you would not be entitled to Free School Meals whilst in receipt of Working Tax Credit
 - Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit
 - Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- To apply online, visit the Redbridge website <https://www.redbridge.gov.uk/schools/free-school-meals/>
- **Even though all primary aged children get a universal FSM, you should still apply as it will provide the school with extra funding for your child**

Curriculum

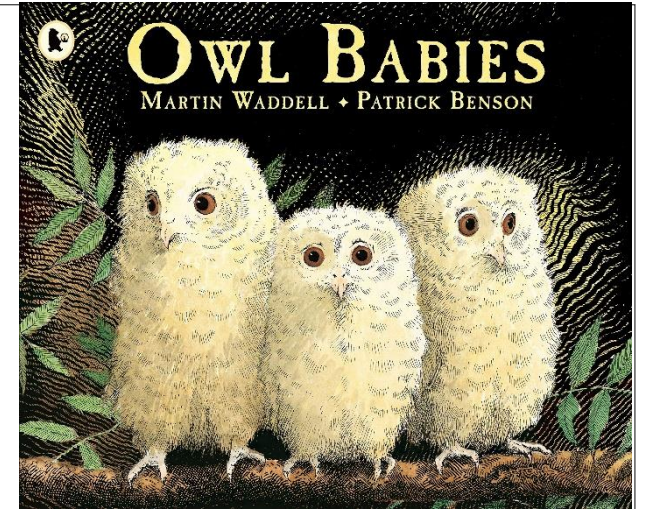
We are a Read Write Inc school and will begin teaching phonics in the Spring Term.

Reading

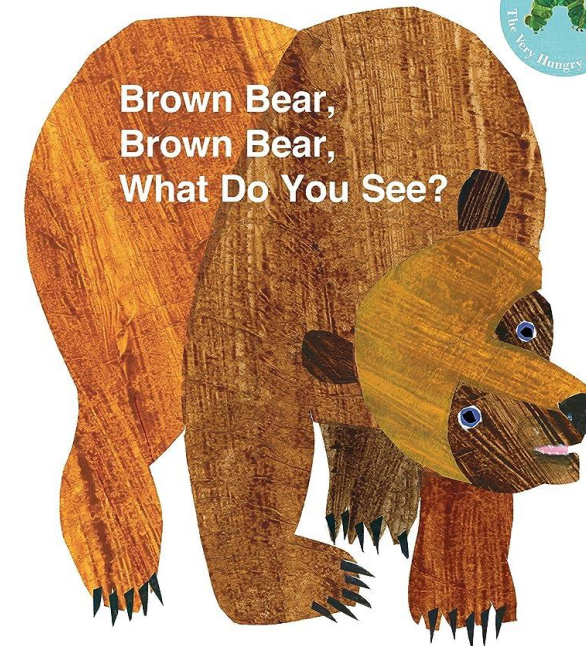
- Reading at home is an essential daily activity: children who are heard reading at home, in addition to school reading activities, perform better in school work and all tests
- Parents should read at home every day with their children and should sign the reading record each time
- Reading will be regularly monitored in school
- Membership of and visits to libraries are encouraged
- Guides for how to read with your child and suggested reading lists are available on the [school website](#)

Curriculum

- This half term we will be reading Owl Babies and Brown Bear Brown Bear.
- In Nursery we complete 'focus' activities 1:1 with your child to ensure they are progressing in all 7 areas of the curriculum:
 - Communication and Language (C&L)
 - Physical Development (PD)
 - Personal, Social and Emotional Development (PSED)
 - Literacy (L)
 - Maths (M)
 - Understanding the World (UW)
 - Expressive Arts and Design (EAD)
- More information can be found on the Gordon Primary School website.



Bill Martin Jr / Eric Carle



Physical Education

- PE is part of the National Curriculum and is, therefore, a legal requirement.
- On PE days, children should wear their kit to school.
- Jewellery must be removed for all P.E. lessons; the items remain the responsibility of the child.
- If children are wearing stud earrings, these should be covered with micropore tape provided by the parent.
- Please ensure all clothing is **labelled**.

Gordon Primary School

Spare clothes are really important!
Please ensure these are at school everyday.



Green jumper or cardigan



White polo shirt



Grey dress, skirt or trousers



Green book bag

Water bottle



Named bag containing spare clothes including: underwear, socks, t shirt, trousers and jumper

Reading record and books must be brought to school every day in a book bag.



Spare clothes do not have to be uniform.

LABEL EVERYTHING

Uniform List

BOYS

Grey School Trousers
White Polo Shirt
or plain White School Shirt
Green Sweatshirt
Grey Socks
Black School Shoes or Black trainers

GIRLS

Grey School Trousers, Skirt or Pinafore
White Polo Shirt
or plain White School Blouse
Green Sweatshirt
Grey Socks or Grey Tights only
Black School Shoes or Black trainers

*If head scarves are worn they should
be green or white*

PE KIT

Plain White T Shirt or Polo Shirt
Grey Tracksuit Bottoms
Black plimsolls or trainers



Homework

How to support your child at home:

- Reading at home is expected to take place 5 times per week
- Offer encouragement and guidance
- Take your child to the library regularly; limit your child's screen time; go to the park and encourage physical exercise; look for opportunities to explore museums, galleries and other places of interest; check out the newsletter and school Twitter pages for events happening in Redbridge and around London; our website has a wide range of [learning tools](#) that your child can access at home

Your child's reading record book must come to school everyday.

Online Safety and the School Website

- **Online safety** is an important part of keeping children safe. Visit our [website](#) for more information about our SMART rules for keeping safe online. You will also find our pupil Acceptable Use Agreements (AUPs) which detail our expectations for pupil's online behaviour. Please discuss these with your child.

The School Website

- Please visit and explore our website regularly as we are continuously adding new content. Here are a few key places to start your visit:
 - [The Gordon Curriculum](#)
 - [The newsletter](#)
 - [Parents/useful information](#) (term dates, uniform, school meals and much more)
 - [Learning tools](#) to support learning at home
- [Useful Links](#) for parents

We will be talking about this in school. Please share this with your children at home too.

To Keep myself safe online;

1. I only **USE** devices or apps, sites or games if a trusted adult says so
2. I **ASK** for help if I'm stuck or not sure
3. I **TELL** a trusted adult if I'm upset, worried, scared or confused
4. If I get a **FUNNY FEELING** in my tummy, I talk to an adult
5. I look out for my **FRIENDS** and tell someone if they need help
6. I don't keep **SECRETS** I don't keep **SECRETS** or do **DARES AND CHALLENGES** just because someone tells me I have to
7. I don't change **CLOTHES** in front of a camera
8. I am **KIND** and polite to everyone

At the start of term, my teacher will talk with me about my 'trusted adults' at home and in school. If I need help, I can go to one of these people.

For parents/carers

If parents/carers want to find out more, they can read Gordon Primary School's full Online Safety Policy at <https://www.gordonpri.uk/policies/> for more detail on our approach to online safety and links to other relevant policies. Parents/carers can also speak to a member of the school's leadership team should they have further questions. Please contact us directly via the school office.

Key Dates

- Term dates are available on the school website: [Term Dates](#) and are also outlined in this document
- You will be informed, by letter, of any visits or workshops organised for the year group

Autumn Term 2025

- **Start of term:** Wednesday 3rd September 2025
- **Half term:** Monday 27th October to Friday 31st October 2025
- **End of term:** Friday 19th December 2025 – **school closes at 1:30pm for pupils**
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- **Christmas break:** Monday 22nd December 2025 to Friday 2nd January 2026
- **In-service training days:** Monday 1st September, Tuesday 2nd September and INSET day 3 (TBC)
- **Parents' Consultation Meetings:** Thursday 23rd October 2025 – **school closes at 1:30pm for pupils**

Spring Term 2026

- **Start of term:** Monday 5th January 2026
- **Half term:** Monday 16th February to Friday 20th February 2026
- **End of term:** Friday 27th March 2026 – **school closes at 1:30pm for pupils**
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- **Spring break:** Monday 30th March to Friday 10th April 2026
- **In-service training day:** TBC
- **Parents' Consultation Meetings:** Tuesday 10th February (Nursery pupils only) - **school closes at 3:15pm** and Thursday 12th February 2026 – **school closes at 1:30pm for pupils**

Summer Term 2026

- **Start of term:** Monday 13th April 2026
- **Half term:** Monday 25th May to Friday 29th May 2026
- **End of term:** Monday 20th July 2026 – **school closes at 1:30pm for pupils**
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- **In-service training day:** TBC
- **Open Evening:** Wednesday 1st July 2026

Parent Hub

- All parents and carers need to keep informed about what is happening in school
- *ParentHub* is completely free to download and set-up is easy
- Visit the App Store or Google play to download the free app and start receiving all the messages, letters and newsletters directly to your phone
- Call the school office if you need any help setting it up



Gordon Primary School

would like you to join their channel on Parent Hub.

Just tap “Add a School” in the app and enter the handle below...

@Gordons

The Parent Hub app is FREE to download and use.



What is Parent Hub?



Parent Hub is a FREE app that helps keep you up to date with what's going on at school. You'll receive messages, pictures, documents and newsletters, all in one handy place.

Instructions for Parents



1. Download the Parent Hub app from your app store (iPhone or Android).
2. Create yourself an account.
3. Choose “Add a School” and enter the school handle (above).

Visit www.parenthub.co.uk to find out more