



# Ghyllgrove Primary School and Nursery



## PARENTS' INFORMATION BOOKLET - 2025/26

September 2025

Dear Parents/Carers,

Please find the 2025-26 classes below:

<u>EYFS &amp; Key Stage One</u>		<u>Key Stage Two</u>	
Nursery	- Mrs. Webb	Class 10	- Miss Heslin
Resource Base	- Mrs. Scrocca	Class 11	- Mr. Collins Mrs. Piggott
Class 1	- Mrs. Bray	Class 12	- Mrs. Sen
Class 2	Miss. McKeon	Class 13	- Mrs. Reynolds and Mrs. Brampton
Class 3	- Mrs. Mahadeo	Class 14	- Miss Fenwick
Class 4	- Mrs. Piggott and Miss Gray	Class 15	- Miss Adams
Class 5	- Miss Porter	Class 16	- Mr. Davies
Class 6	- Ms. Partner	Class 17	- Ms. Edwards
Class 7	- Miss Wilkins	Class 18	- Mr. Pringle and Miss Robinson
Class 8	- Mr. Leahy	Class 19	- Miss Wickes
Class 9	- Mrs. Matthews	Class 20	- Miss Brown
		Class 21	- Miss Hall

The senior leaders in the school are as follows:

**Headteacher – Mrs Tidiman**

**Deputy Headteacher- Mrs. Morley**

**Assistant Headteacher – Mrs. Reeder & Mrs Patmore**

Our phase leaders are:

<b>EYFS</b>	<b>Miss McKeon</b>
<b>Year 1/2</b>	<b>Miss Porter</b>
<b>Year 3/4</b>	<b>Mr Collins</b>
<b>Year 5/6</b>	<b>Miss Robinson</b>

Our SEN Team are:

<b>Mrs. Scrocca</b>	<b>Teacher of the Deaf &amp; Head of Resource Base</b>
<b>Mrs. Greenwood</b>	<b>SENCO for Year 1, 2 &amp; 6</b>
<b>Mr. Rider</b>	<b>SENCO for Year 3, 4 &amp; 5</b>
<b>Mrs. Briggs</b>	<b>SENCO assistant for EYFS</b>

In this leaflet, we have put together all the **VERY IMPORTANT** information for parents. We hope that you will find it useful and will help in ensuring a strong partnership between home and school. This leaflet is also available on our website [www.ghyllgroveprimaryschool.co.uk](http://www.ghyllgroveprimaryschool.co.uk)

Thank you for your cooperation we look forward to working with you to achieve the best for your children during their time at our school.

Yours sincerely,

**Mrs. R. Tidiman**  
Headteacher

## OUR OPEN DOOR POLICY

Please do contact us at any time when you have a concern, even if it appears to be minor. The “little” difficulties are easy to deal with, don’t let them become major concerns. The Open Door Policy is alive and well at Ghyllgrove. If you wish to talk about your child please:-

- 1) Call (01268 450067) or email ([parents@ghyllgrove.essex.sch.uk](mailto:parents@ghyllgrove.essex.sch.uk)) for the class teacher to contact you.
- 2) Talk to the Phase leaders of EYFS, KS1, Upper or Lower School by calling or emailing.

EYFS

Year 1 and Year 2

Lower School – Years 3 and 4

Upper School – Years 5 and 6

Miss McKeon

Miss Porter

Mr Collins

Miss Robinson

- 3) Talk to the Assistant Headteachers, Mrs Reeder or Mrs Patmore.
- 4) Talk to the Deputy Headteacher, Mrs. Morley if you have already seen the Phase Leader.
- 5) The Headteacher is always happy to see parents/carers, but clearly will go to the Class teacher, Phase Leader to discuss issues, therefore, it makes sense for you to have spoken to the teacher first.

### Safeguarding

If you have any safeguarding concerns, you can contact the DSL or DDSL on **[admin@ghyllgrove.essex.sch.uk](mailto:admin@ghyllgrove.essex.sch.uk)** and mark the email **URGENT Safeguarding** or call the school office on: **01268 450067**.

#### **Our School Designated Safeguarding Leads are:**

Mrs L Patmore and Mrs R Tidiman

#### **Deputy Designated Safeguarding lead are:**

Mrs L Morley and Mrs S Reeder

## DAILY ROUTINES

We encourage each child to learn and follow simple daily routines in order to make them independent and responsible for their own belongings. It would be an enormous help to the staff and your child if you could support this by doing the following:

- √ Giving your child a piece of fruit or vegetable (cut up if necessary for them to eat easily). No other snacks are allowed at breaks. (Years 3-6).
- √ Giving your child a healthy balanced lunch with a non-fizzy drink and no sweets or chocolate bars, e.g. Mars although chocolate biscuits e.g. penguins are allowed.
- √ Labelling all belongings including clothes and PE kits and shoes.
- √ Ensuring your child has their correct PE kit in school at all times EYFS – Year 4).
- √ Ensure Year 5 and 6 children come into school on PE days in the correct school PE kit (No football kits).
- √ Ensuring your child has their named lunch box and named book bag with them in the morning.
- √ Ensuring your child has a clean bottle of water daily (named).
- √ Informing the office staff through a phone/email message if a different nominated adult is collecting them from school.
- √ Encourage your child to share with you their behaviour reward certificates every Friday and show how pleased you are.
- √ Encourage your child to share with you the certificates and stickers they have received each week and celebrate their achievements.

**THANK YOU**

# SCHOOL UNIFORM

Thank you again for your support in sending your children into school fully equipped and dressed in a named school uniform. We really feel that this provides the children with a sense of identity and of being part of a team.

- White shirt or polo shirt
- Grey trousers (winter) / shorts (summer)
- Grey skirt (summer or winter), tailored culottes/skorts
- Red / White checked dresses in the summer
- Red cardigan/ jumper
- Suitable footwear

Sensible and smart black boots may be worn in the winter – UGG style boots are **NOT** permitted. We discourage jewellery in school. If it is worn it is restricted to one watch, one pair of studs or sleepers. Other large earrings and multi piercings are not appropriate for school as they are dangerous to wear in the playground. In EYFS & KS1 jewellery should **NOT** be worn.

## Hairstyles

Children should have appropriate haircuts for school.

## P.E. (PE kit should be in school at all times)

As you know P.E. is a very important part of our curriculum. We have to rely on parents to equip the children appropriately for the lesson. We would really appreciate your assistance in raising standards in P.E. at the school by ensuring children bring their kit at the start of each half term. It will be sent home half termly to wash. Year 5 & 6 will have set days when they can wear PE uniform all day. **No earrings are allowed to be worn in PE.**

If your child has **asthma**, he/she must bring their asthma pump to school at all times. If a child does not have their asthma pump on a P.E. day, they will not be allowed to join the class lesson.

Below is a list of P.E. kit that is appropriate for school. You can buy a PE kit from the school supplier on our website or buy your own from a local superstore:

**White T-shirt or polo shirt**  
**Red Shorts**  
**Trainers**

**Plain black tracksuit for outside PE**

- In summer, please make sure that you have sent the children to school prepared for hot weather e.g. sunhat, sun cream, water bottle etc.

P.E. days are subject to change so please ensure that your child's P.E. kit is in school at all times. Year 5 & 6 will receive a message of their PE day changes. Please check your child's class page on the website for timetabled P.E. days.

### **HOMEWORK TIMETABLE**

Children are expected to read at least 4 times a week to an adult at home and for this to be recorded and signed in their Home School Diary.

A weekly spelling list will be sent home. These need to be practised at home (KS1 and KS2).

Timetables in KS2 also need to be practised regularly at home. They can logon on to their Times Tables Rock Stars account to practise.

Further information about your child's homework will be shared with you in the parent workshops in September.

**We hope that you have enjoyed reading this booklet and that it will support the Partnership with your child's school.**

**We look forward to working with you in the year ahead.**

# **GHYLLGROVE PRIMARY SCHOOL AND NURSERY**



**2025-2026**