



MILE OAK NEWSLETTER



FRIDAY 14TH FEBRUARY 2025
SPRING 1 NEWSLETTER



Dear Families,

We have already reached the end of a very busy half term. As always, our children have been the stars and there has been so much progress and achievement to celebrate.

Thank you to all the parents who have attended the year group topic shares and reading cafes. It has been wonderful to celebrate your child's learning and progress with you and we saw so many proud faces.

To continue this celebration of the children at Mile Oak, we have asked families to send photos which celebrate their child. This could range from children engaging in hobbies (for example sewing or knitting), gaining sporting awards, badges for brownies/cubs, religious/cultural celebrations (Eid, weddings, Christmas etc), library reading awards etc. We know that so much goes on outside of school, which we want our children to share and feel proud of.

As always, thank you to all staff who have shown such commitment and worked so hard during these challenging times. Their dedication to our children is truly inspiring.



Finally, thank you for the continued parental support that the school receives. Your positivity and attendance at events is so greatly appreciated and received.

We wish you all a thoroughly deserved half term break with the chance to recharge the batteries and spend time together as families.

We remind families that Monday 24th February is an inset day for teachers and we look forward to welcoming all the children back to school on Tuesday 25th February 2025.

Mr. Lording



AMBITION



RESPECT

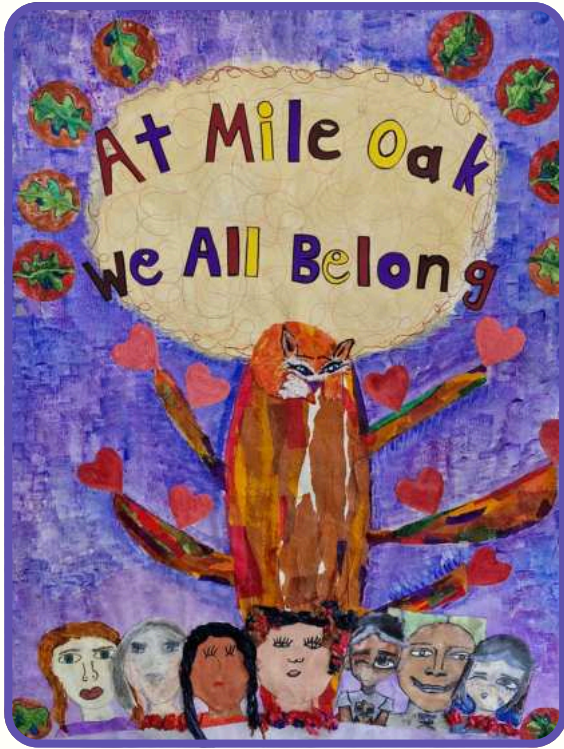


PRIDE



COURAGE

ANTI-RACISM AND EQUALITIES



Firstly, huge thank you to Miss Beach for coordinating the new art work which is now on display at the main entrance.

The art work was designed by Sydney in Year 6 with King, Aluna, Ruby S, Savannah, Darcey T and Natalia supporting Sydney painting the project.

This gives everyone visiting the school the strong message 'At Mile Oak, We All Belong'.

Miss Murray has been working incredibly hard on diversifying our school history curriculum to ensure that this has diverse representation and is viewed through a variety of lenses.

Mr Cosgrove has updated the school anti-racism document to reflect this, you can view the updates on our whole school anti-racism strategy document on our website <https://www.mileoakschool.co.uk/our-anti-racism-journey/> (see pages 6 & 7)

Ramadan and Eid take place in the next half term. We have a Ramadan information board displayed for children to learn about this important time for some of our families and we will also be discussing this in our assemblies.

If we are able to support your family at any time during Ramadan, please do not hesitate to get in touch.

... Hiedi Larter





LITTLE OAKS NURSERY



Little Oaks have had a busy half term, full of messy play, farm school visits, trips to the living classroom and sharing stories with our teddies.

We began by thinking about our emotions and how these fit into the zones of regulation; the children enjoyed making happy and sad faces in the mirror and talking about what makes them feel happy. We shared the book 'My Very Own Space', by Pippa Goodhart and talked about what to do when we need our own space.

The children have also been working on their Physical Development. Inspired by the book 'Wiggle', by Doreen Cronin and using different parts of their bodies to move around the nursery, we tried to wiggle just like the dog did in the book. In the garden, we worked on our throwing skills by aiming bean bags into the basket ball net. After lots of practice, the children could move further away from the target. We also enjoyed learning about 'every day' and 'sometimes' foods and reading all about what Lenny has for lunch in the book 'Lenny Loves Lunch', by Ken Wilson-Max. We then used our fine motor skills to chop some vegetables for paint printing.

We loved bringing in our own teddies and hiding them around the nursery. We enjoyed repeating the phrase 'where's my teddy?', just like Eddy in our story 'Where's My Teddy?', by Jez Alborough. The children also used positional language to tell their friends where the teddy was, some of them hid in the box, some hid on the chair and some were even under the rug.

Hannah from farm school has been a very popular visitor! She told us all about the farm in winter and we made some bird feeders for our garden visitors. We also used cold winter colours to make beautiful snowflake paintings which we have displayed around the nursery. We can't wait for her to come back and talk to us about spring time on the farm.

Exploration in the water, sand pit and other sensory invitations to play have been huge hits – from playdough, to shaving foam and coloured ice – we love messy play!

Wishing you all a wonderful February half term.

... The Little Oaks Team



A MESSAGE FROM RECEPTION



'There's no business like show business!' What a great half term! We have had such an exciting, sparkly and magical time exploring the world of show business. We kicked off the term with an amazing session being wowed by Crouchy the magician. We have learnt some tricks and have been magicians ourselves in our classroom stage areas.



The term continued with another element of performing- the circus. Juggling, balancing, twisting and turning inspiring our developing physical skills and further feeding our imaginations. We have been rehearsing our circus skills in our outdoor area. Our term continued with a cultural twist as we learnt about the customs of Lunar New Year. Drawing our knowledge of other celebrations together, we were able to talk about the similarities and differences of this colourful festival to others we have explored. Our dragon and lion dancing added further performances to our stage areas. We loved our dragon dancing experience. It allowed us to see a real-life performer in action and gave us the experience needed to be drummers and dancers ourselves.



'I'll huff and I'll puff and I'll blow your house down!' growled the big bad wolf. Storytelling was our next theme. Using the traditional tale of three brave pigs we became narrative experts with wonderful dramatic phrases coming through our small world play and our drama performances. We even became authors of our very first books. We can't wait to share them with you! Another trip to forest school has seen us build houses for the three pigs using natural materials. In class we made houses using junk modelling materials.



All our performing arts experiences have been supported by so many wonderful stories. Circus Girl, Wolf Won't Bite, The Diddle That Dummed, Flyaway Katie and Life is Magic were all enjoyed together and explored through our learning environments. Our next topic is called 'Near and Far'. We will be learning through the excitement of travel to new places and via various forms of transport. It's going to be an adventure into many new places, through languages, food and animals native to the places we will virtually visit.



Thank you for your continued support. Remember to name everything your child brings into school and keep going with all the wonderful reading support at home. It's making a huge impact on your child's reading development.

Have a wonderful, restful break.

... The Reception Team



A MESSAGE FROM YEAR ONE



What a great start to 2025! Both Starling and Goldfinch class have loved immersing themselves into our 'Toys' topic.

In Guided Reading we have been reading the texts 'Something Else' and 'Nothing'. We have been using our VIPERS reading skills to predict what will happen in the text, infer how the characters are feeling and sequence the stories. We have also been retrieving lots of adjectives from the stories that we can use to help us describe our own toys in our English lessons.

This half term we have continued working on our Year 1 "writing rules" within English, especially our full stops. We have also been learning lots about adjectives. We have been practising putting adjectives into our fact file writing so that the reader can visualise what we are writing about. We have even tried to up level our vocab changing words like 'big' to 'huge', 'massive' or 'giant'! We have really enjoyed both writing a fact file about our own toys and a set of instructions on how to make a new toy.



To consolidate the learning of our 'Toys' topic, we visited Hove Toy Museum. We were so lucky to learn all about the old toys and even had a chance to play with them too. As well as visiting the Toy Museum we also got a chance to bring in our own toys! Our teachers loved meeting our toys from home and the toys enjoyed their day in school too!

We have also linked in our learning about toys into our History and Science lessons. We have been identifying what makes a toy old and what makes it new; we have discovered that old toys are often made of different materials to new toys. We have then been learning about the properties of each material and experimenting with them to see which materials will dissolve.

We have also enjoyed our PSHE topics this half term! We have been learning about medicines and how and when they should be taken. We turned our roleplay into a baby clinic and we safely prescribed medicines to all of our patients.



Thank you to all the adults that came to our BIG MAKE event- what fantastic puppets the children were able to make! The children really enjoyed having a grown up join them to help with their DT project. We have really enjoyed seeing the process of the children design their split pin puppet, create their puppet and then evaluate what it was like to play with!

We hope you all have a relaxing half term and are excited for our next topic 'Around the World!'.



... The Year 1 Team

A MESSAGE FROM YEAR TWO



Year 2 have had a fantastic start to 2025 and we have thoroughly enjoyed our 'Ice, Ice, Baby!' topic.

Our Guided Reading texts this half term have been *The Snow Dragon* and *Winter's Child*. All children have been so engaged in these stories and have drawn some brilliant vocabulary linking to fire and ice from them. We have even seen lots of this vocabulary in their writing in other lessons. We have also been using our inference skills to read between the lines of the text and come up with some brilliant ideas on the thoughts and feelings of the characters.

In DT this half term we have created some amazing penguin puppets which include a pivot point and push lever. The children loved making these and were very impressed with how realistic they looked! We are sure all families were very impressed when they brought them home.

We started off our English in 2024 by writing some poetry using our fantastic ice description skills, including using similes and expanded noun phrases. We then used our *Snow Dragon* knowledge to retell the part of the story that we know and then we made up our own resolutions and endings!

The children had some fantastic ideas and were very creative with how the story ended. Finally, this week we have written some detailed instructions on how to create a penguin puppet.

In maths we began by consolidating our addition and subtraction skills. We then moved on to multiplication and have now become experts in the 2s, 5s and 10s times tables. It would be amazing if they could practise at home on TTRS or hit the button to further improve this. We have looked at different representations and using known facts to work out unknown questions.

In Geography we learnt about hot and cold areas of the world and which animals live in them. This linked to our Science learning where we learnt about how animals adapt to their habitats. We also learnt about the food chain of a penguin and British habitats.

We are so excited about our next topic 'The Great Outdoors' where we will begin with our new text *The Snail and the Whale*. We hope that all of Year 2 have a well-deserved, relaxing half term!



... The Year 2 Team

A MESSAGE FROM YEAR THREE

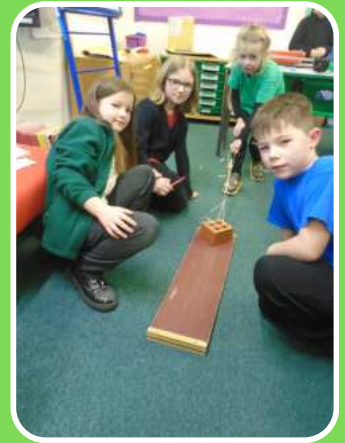


This term we have been thinking about and studying our locality. We have particularly studied Mile Oak and Portslade and looked at how buildings change their use and how they look over time. We were lucky enough to have a walk and talk from the local historical society at the end of term.

We looked carefully at buildings that we might pass-by regularly and considered the stories they might tell.

The topic about 'Where We Live' has inspired us to sketch and make collages of our surrounding areas. Taking inspiration from other artists, including Matisse, we thought carefully about the composition of our finished piece. We then used magazines to carefully choose colours and textures to complete our collage picture.

We have also been using the local area to practise being safe pedestrians. A big thanks to the volunteers who helped with this.



Year 3 have produced their best writing yet. We have been using a short film called 'Home Sweet Home' to inspire the retelling of part of the story.

We have consolidated the use of expanded noun phrases and are beginning to think about the use of speech between two characters.

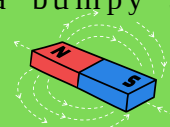


We have also been enjoying studying 'Tilly and the Time Machine'. Tilly goes on an adventure in her father's time machine and meets all sorts of historical characters. It has been fun to meet Admiral Nelson at the Battle of Trafalgar and have tea with Queen Victoria.



In Science this term, we have been learning about forces. We have investigated whether it makes a difference whether a magnet is large or small. We have learnt that magnets have a North and South pole and that they can attract and repel each other. During one lesson, we used magnets to discover what type of materials were magnetic or non-magnetic.

During our forces lessons, we also measured force using a Newton meter and investigated whether a bumpy surface makes a difference to how many Newtons were needed to move a brick. We found out that a bumpy surface causes more resistance and that this is called friction.



... The Year 3 Team

A MESSAGE FROM YEAR FOUR



It has been a great start to 2025 in Year 4. We embraced the New Year with our new topic The Romans. On the first day back, children were 'conscripted' into the Roman army! We learned about a Roman soldier's equipment and clothing. We then practised marching around the playground while following Latin marching orders. In the afternoon, we learned that it was the Romans who gave us the calendar we use today. To celebrate this fact and the New Year, we made these pop-up calendars which also show a famous Roman landmark – the colosseum.

In our Reading lessons, we have been reading Iliona, The Diary of a Roman Slave. This book has given us lots of information about what life was like to live in Roman times and we have also explored the issue of slavery. We wrote diary entries from the viewpoint of different characters in the book.

In Geography, we have been applying our learning about states of matter to help us understand the Water Cycle. We set up these water cycle in-a-bag experiments, which let us see the processes of evaporation, condensation and precipitation in our classrooms. The children then went to Seven Sisters to explore the River Cuckmere, where they participated in a range of nature activities with a water theme running throughout. They had an amazing time!

In Science, the children got very excited to learn about electrical circuits. We enjoyed making bulbs light up for the first time. The children used the circuits to test which materials would conduct electricity and which would insulate electricity.



... The Year 4 Team



A MESSAGE FROM YEAR FIVE



At the beginning of the term, motivated by the sculptor Alexander Calder, who created the first mobile incorporating movement and space, our budding artists unleashed their imagination by crafting mesmerising space mobiles using recycled materials. The classrooms now boast a celestial display of creativity and sustainability!

Throughout this short half term, the children in Year 5 have been filled with excitement and learning as they delved into the wonders of space! They have researched planets and we were amazed by the breadth of their new knowledge and the interesting facts they shared. Did you know that it takes Saturn 29 years to orbit the sun?

Our class reader - *The Story of the Blue Planet* - has allowed us to explore issues such as climate change and equality. The book has also influenced our writing; including a wonderful narrative story about an alien landing on Mars, and most recently, a persuasive letter.

Ask your child why the nail should be removed from the sun. They are very passionate about this!



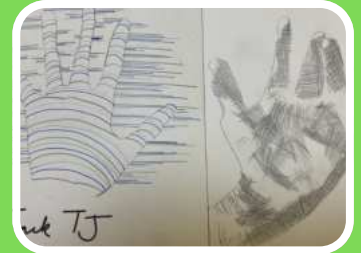
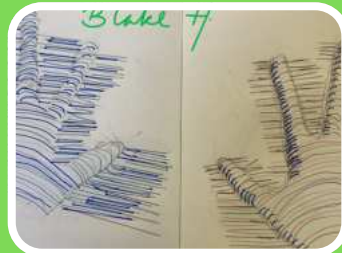
Within maths, we have been developing our multiplication skills with enthusiasm and determination. From factors, multiples, squared and prime numbers our children are developing a strong foundation in this fundamental operation which is supporting these young mathematicians with their ability to solve real world mathematical problems.

Finally, we have also embarked on an exciting trip to the space observatory in Herstmonceux. This was a fantastic experience, where the children were able to obtain vast amounts of knowledge around space in their hands-on time; explore two observatory pods and their telescopes inside; use robotic arms like astronauts would in space and end with an exciting science show. The children loved the experience and it has ignited a passion in space for so many of them.



... The Year 5 Team

A MESSAGE FROM YEAR SIX



Year 6 have worked incredibly hard this term and they have packed so much in! Not only have they been learning a new topic, reading a new class reader, continuing with book club and completing lots of homework, they also had a week of mock SATs. It was lovely to see you at our topic share; we hope you enjoyed looking at all the hard work the children have produced across the curriculum.

English - This term we used our new class reader – *When the Sky Falls* – as inspiration for a World War 2 evacuee story. Due to the emotional nature of this part of the war, we focused heavily on describing feelings and emotions through figurative language: similes, expanded noun phrases, metaphors and personification. In our guided reading lessons, the children planned and wrote stories and in the independent writing task they created a similar story but when the evacuee reaches their new ‘home.’

The children also wrote an independent recount of their trip to Take Shelter. This was tricky as they had to organise their writing to include their thoughts about the trip, the things they learned and the air-raid shelter itself, along with mentioning the wonderful volunteers who made the visit so memorable.

Maths - We have been delving into fractions, decimals and percentages over the last five weeks. This has included lots of new learning which the children have been extremely resilient with. They have shown excellent reasoning skills in making links between the three different areas. The children have particularly enjoyed learning about percentages and seeing how it is important in everyday life. Impressively, they have developed lots of different efficient strategies for finding different percentages of amounts. We are very proud of both the progress they have made this term and their attitude to improving themselves.



History - The children have been learning about World War 2 mainly through the writing. The trip to Take Shelter was amazing. The children loved learning about rationing, The Brighton Blitz and handling real World War 2 artefacts. Many children were apprehensive about going down into the shelter but once they got there, they realised it was not as claustrophobic as they thought and were enthralled by the museum and the information the volunteers shared with them. The most memorable experience was the air raid simulation where they experienced the noise, the vibrations and what a warden would have said to them to keep them calm during such a frightening event.

In other lessons, the children learned what propaganda posters were and how they were cleverly designed to spread information. For their task they were then allowed to create their own poster either by using others as inspiration or being innovative and designing their own.

Art - For the spring term, the children have been looking at the work of Lubaina Himid who is known for her 2D sculpture installations. She is a contemporary artist who uses her art to convey important messages. From the pictures above, you can see that our theme is Remembrance of those brave people who have protected us during wars. The children loved the process of learning how cross-hatching can create 3D affects in 2-dimensions.



A MESSAGE FROM SAPLING CLASS



In Sapling class our topic has been Respect. We have been learning what Respect is, how to respect our environment, each other and our class room. We have loved focusing on our books: A little bit of respect and the feelings monsters.

We have been working hard on understanding and identifying our feelings and working on team work!

The Saplings have been very creative: making sandwiches, building lego models, making puffy paint and cloud dough.

In our writing lessons we have been focusing on letter formation, writing sentences and looking at how we label a diagram. In maths we have been focusing on our times table knowledge and also learning our maths mastery skills!

We are looking forward to our next topic Pride which is also one of our school values. We will be continuing with our space theme in our formation station, creative and messy play and our environment.

... Mrs Garoghan, Mrs Deeks and Miss O'Brien



PE UPDATE

During this term, there have been a lot of poor weather conditions. However, this has not stopped the children from battling the elements and taking part in a wide range of sports! From invasion games in Year one to netball in years four and six, our children have acquired many different skills to use in PE lessons in the future. Due to the rain, one of the children's favourite sports has been hand tennis, which is a sport that has been used as a substitute in the classroom using tables and tennis balls. The children have loved it!

In January, twenty year five and six children participated in an indoor athletics tournament at BACA. This was an event with a plethora of track and field activities such as the obstacle course and the very difficult speed bounce. At the competition, the children performed admirably and represented the school incredibly well. They were very unlucky in lots of the races and finished bottom of the leaderboard this year.

The girls football team had a cup game in very tricky conditions at Cottesmore school, where they almost came away with a win. As we arrived at the school, the ground was extremely boggy and the team did not have any subs. Despite that, the team went 2-0 down but Poppy scored a goal before half-time to make the score 2-1. Cottesmore grabbed an early goal in the second half, however the team scored to make it 3-2 and an exciting end to the game was to follow. The girls tried their hardest to score and went very close but unfortunately they were unable to equalise. Well done to the girls for a great performance!

Next month, there will be many more opportunities for the children to showcase their skills and these will be sent out via school ping in the following weeks.



WORLD
BOOK
DAY
6 MARCH 2025

WORLD BOOK DAY 6TH MARCH 2025

WORLD
BOOK
DAY
6 MARCH 2025



World Book Day is happening on Thursday 6th March this year and, as with previous years, we will be encouraging the children to dress up as a book character. We love seeing the creations the children come into school wearing and it is so enjoyable for the children as well.

We want to stress that you don't need to spend money on this and there are plenty of ideas which can be found at www.worldbookday.com

Be imaginative with what you have at home. The more creative the better!

On the day, we will have a special World Book Day themed assembly, where children will get to show off their outfits. Children will then take part in a range of book-themed activities throughout the day, with their classes.

We are looking forward to what we are sure will be a fun-filled day, and we thank you in advance for your support.

If you have any queries, please don't hesitate to the office.

... Mr Cosgrove

**"EVERYONE IS A READER,
SOME JUST HAVEN'T FOUND THEIR FAVOURITE BOOK YET."**





POETRY FESTIVAL

We are excited to announce, that the KS2 children at Mile Oak School are part of the Portslade Poetry Festival. To celebrate poetry, a competition has been organised.

Each year group has a poem to learn, which they will perform in class or to their teacher.

Five children will be selected from each year group and will go to Brackenburg School- on Monday 3rd March - to perform in front of a small panel of people. One child will be selected from each year group and on the 17th March will perform in front of the Mayor and another small panel of people.

All successful children will receive a prize.

Please support your child to learn and perform their poem we look forward to hearing them.

HISTORY



Mystery History

Do you or relatives have any historical artefacts at home?

Or perhaps an old phone, camera or toy?









We'd love to explore more artefacts to support our historical enquiry.

Please get in contact if you would be kind enough to let us borrow them for a short time.

If you would rather come in to show and talk about your artefact, you would be very welcome!

RELIGIOUS EDUCATION

Spring 2 Religious Festival Calendar

| February | | | |
|---|---|--|---|
| 25 th February | Maha Shivratri | Hindu  | This festival is dedicated to Shiva, one of the deities of the Hindu Trinity. Devotees of Shiva observe a fast during Maha Shivratri and stay up all night at a place of worship. |
| 28 th February | Ramadan | Muslim  | Ramadan is the 9th month of the Islamic Calendar, when the Prophet received the first revelation of verses of the Qur'an. It is the holiest month for Muslims, and they dedicate themselves to spiritual renewal, prayer and intensive devotional reading of the Qur'an. During the month of Ramadan Muslims are required to fast from daybreak until after sunset. No food or drink may be consumed during the hours of fasting, and those fasting must also abstain from smoking and from sexual relations. After the custom of the Prophet, the fast is traditionally broken each evening by taking dates and water. |
| March | | | |
| 1 st March | St David's Day | Christian National  | This is the anniversary of the death of St David, the 6th Century patron saint of Wales. |
| 4 th March | Shrove Tuesday | Christian  | This festival is often called 'Pancake Day', as pancakes use up all the rich foods before Lent. The name comes from the old word 'shriving', which means to listen to someone's sins and forgive them. In Anglo-Saxon England, Christians would go to church on Shrove Tuesday to confess their sins and clean their soul. In other words, they would be 'shriven'. |
| 5 th March | Ash Wednesday | Christian  | This first day of Lent recalls the temptations Jesus faced for forty days in the wilderness. |
| 5 th March - 17 th April | Lent | Christian  | This is a period of forty days of fasting and self-discipline that leads up to Easter. Traditionally, Christians give up something during this time to mark the forty days Jesus spent in the wilderness. Many Christians feel it is a time for study groups, prayer and Bible reading. |
| 17 th March | St Patrick's Day | Christian / National  | The patron saint of Ireland, who lived in Britain in the 4th century CE, became a priest and set out to evangelise the Irish. His symbol is the shamrock, sprigs of which are worn on this day. |
| 30 th March | Eid-UI-Fitr (Feast Of Fast Breaking) | Muslim  | This is a time - once the fast of Ramadan has been completed - for making gifts to the poor. It is especially a time for new clothes, good food, and presents for children. Families get together and contact friends, especially those who live far away. The community assembles for Eid prayer and a sermon at its mosques. The traditional greeting is 'Eid Mubarak' – 'a happy and blessed Eid'. |

NEXT HALF TERM

Topics for Spring 2

Reception - Near and Far

Year 1 - Around the World

Year 2 - The Great Outdoors

Year 3 - European Countries - The UK and France

Year 4 - Romans

Year 5 - Space

Year 6 - Battle of Britain

Please visit the school website and select your child's year group to view the curriculum overview for their year:

www.mileoakschool.co.uk/year-groups.

This details what children will be learning in each subject.

In addition to which topics children will cover, the curriculum maps show the key skills which will be taught.

Core Reading Texts for Spring 2

Reception: The Queen's Hat: Steve Anthony, Everybody Bonjours: Leslie Kimmelman, I Want My Hat Back: John Klassen

Year 1: The Way Back Home: Oliver Jeffers, Night Pirates: Peter Harris

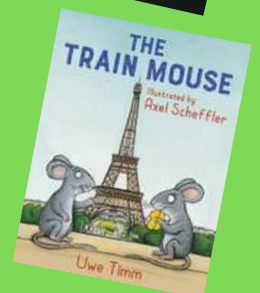
Year 2: The Snail and the Whale: Julia Donaldson, One Plastic Bag: Miranda Paul

Year 3: The Train Mouse: Uwe Timm

Year 4: Revolt Against the Romans: Tony Bradman

Year 5: The Jaime Drake Experience: Christopher Edge

Year 6: When Sky Falls: Phil Earle



February

Mon 24.02.25 INSET Day

Tues 25.02.25 Children Return to School

Tues 25.02.25 to Tuesday 01.04.25 Year 5 Swimming - Elder Class

March

Mon 03.03.25 Year 5 - Police Visit (Onsite)

Mon 03.03.25 Sapling Class - Dental Nurse Visiting

Tues 04.03.25 Nursery Stay and Play - Story Session 9:00am

Tues 04.03.25 Year 6 - Police Visit (Onsite)

Thurs 06.03.25 World Book Day

Thurs 06.03.25 Reception - Break and a Book Event 9:00am

Fri 07.03.25 Nursery Stay and Play - Story Session 2:00pm

Mon 10.03.25 Reception Screening

Thurs 13.03.25 Reception Screening

Mon 17.03.25 African Drumming Workshop - Reception, Year 1 and Year 2

Mon 17.03.25 to Fri 21.03.25 Let's Dance - Rehearsals and performance to be confirmed

Mon 17.03.25 Inclusions Sports Event - Places to be confirmed

Thurs 20.03.25 Netball Competition - Places to be confirm

Fri 21.03.25 Rocksteady Concert 9:00am

Mon 24.03.25 Reptylers visit Reception

Tues 25.03.25 Parent Consultations 3:40pm

Wed 26.03.25 Learn to Ride - All year groups

Thurs 27.03.25 Learn to Ride - All year groups

Thurs 27.03.25 Parent Consultations 3:40pm

Fri 28.03.25 Culture Day

April

Thurs 03.04.25 Spanish Day

Fri 04.04.25 Last Day of Term

MILE OAK SAFEGUARDING TEAM



Mile Oak Primary School

"THINK BIG"

Safeguarding Team



*Mr Loring,
Headteacher (DSL)*



*Mr Cosgrove,
Deputy Headteacher (DSL)*



*Mrs Larter,
Family Champion (DSL)*



*Ms Wilks,
Assistant Headteacher
(DDSL)*

In the unlikely event that none of the safeguarding team are available, please contact:

Front Doors for Families

Telephone: 01273 290400 (9am-5pm, Monday to Thursday and 9am-4.30pm, Fridays).

Emergency Duty Service (outside working hours): 01273 335 905 or 01273 335 906

Email: FrontDoorforFamilies@brighton-hove.gov.uk

COMMUNICATION

We have received excellent feedback regarding our new communication protocol for staff and parents. All communication is logged by the admin team and tracked for a response.

Whilst it can sometimes feel simpler to grab a teacher at the end of the day, this means staff are not able to supervise children who they are releasing to parents. Before school, it is vital that teachers can fully prepare for the day ahead and many of them run early morning interventions. In addition, our wonderful admin team track communication which means it does not get lost in a busy email inbox or become a forgotten question at the end of the school day.

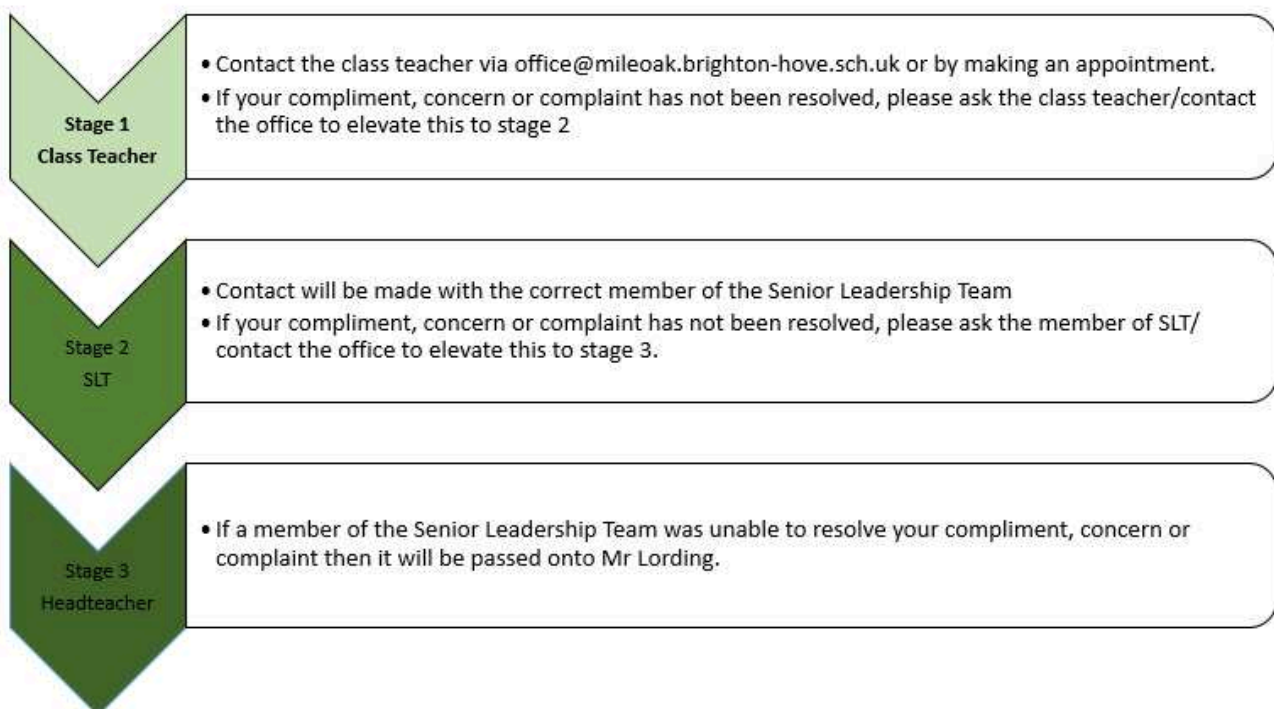
Once initial communication has been made, staff will respond within 2 working days. If a face-to-face meeting is required, the relevant member of staff will make an appointment for a mutually convenient time.

The Admin team are very happy to take calls, emails or even messages in the postbox out side of the reception area and will ensure your query, concern or compliment is passed on to the correct members of staff.

For further information on our communication protocol, please visit our website.

Communications Protocol

To ensure swift responses, equitable access and careful tracking of communication, we have asked the administration team to adhere to the following communication protocol. All communication will be directed to the correct stage.



Mile Oak Primary School, Graham Avenue,
Portslade, BN41 2WN



01273 077114



office@mileoak.brighton-hove.sch.uk



<http://www.mileoakschool.co.uk>