

# MILE OAK NEWSLETTER



TUESDAY 23RD JULY 2024 SUMMER 2 NEWSLETTER

Dear Families,

As we approach the end of another school year, I want to take a moment to express my heartfelt gratitude for your unwavering support and partnership throughout this journey. This year has been filled with remarkable achievements, exciting challenges, and countless moments of growth. Our children have demonstrated incredible resilience, curiosity and creativity, and it has been a joy to witness their progress and development.

I would like to take this opportunity to acknowledge and bid farewell to several valued members of our school staff who will be moving on to new adventures. Miss Munroe, Mr Conboy, and Mr Hammond will be leaving us at the end of this school year.

Miss Munroe has been an extraordinary asset to our Early Years Team and Speech and Language development work. Her expertise in fostering early literacy and communication skills has been instrumental in shaping our youngest learners' abilities. Her compassionate approach and innovative strategies have helped countless children build confidence in their language skills and thrive in their early educational journey.

Mr Conboy has been an exceptional member of our teaching team, particularly as a Year 6 teacher and Maths Leader. His approach to teaching and leading Maths has greatly enhanced our curriculum, especially his dedicated efforts to improve our children's times tables knowledge and skills. His commitment to fostering a love for learning and his ability to inspire and challenge children will be deeply missed.

Mr Hammond has been a dedicated member of our support team, providing exceptional individual support for our children. His commitment to addressing each child's unique needs and ensuring that every student received the support necessary to thrive has been inspiring. His ability to connect with children and provide the guidance they need has made a significant difference.

We wish them all the best in their future endeavours and thank them for their significant contributions. Their dedication, hard work, and passion have made a lasting impact on our school community.

I am immensely proud of our entire school community- our incredible staff and, of course, our wonderful children. Our team has worked tirelessly to provide a nurturing and stimulating environment. The collaboration among our leaders, teachers, administrators, support staff and premises team has been exceptional. Their commitment to innovative teaching, thoughtful support for each child's individual needs and care for our school grounds has been unwavering. Our staff have, as always, gone above and beyond to ensure every child has the opportunity to succeed. Their efforts have truly shaped the positive and dynamic learning environment that makes our school so special. As we prepare for a well-deserved summer break, I encourage you to reflect on the many successes of this year and to celebrate the individual accomplishments of your children. Let's take this time to recharge, enjoy family moments and look forward to the opportunities and adventures that the new school year will bring.

Children will return to school on **Wednesday 4th September**. We look forward to welcoming you and your children back for another exciting and successful year. Thank you once again for being such an integral part of our school community. I wish you and your family a joyful, relaxing summer, and I look forward to seeing you in the new school year.

Mr. Lording







COURAGE



# LITTLE OAKS NURSERY











At little Oaks we have had an amazing summer term full of brilliant learning opportunities, exciting adventures and lots of fun.

This term in nursery we have been reading some amazing books. We started the term reading 'Goldilocks and the Three Bears', by Amanda Askwe. We counted the bears in the home corner and made sure we had enough bowls, chairs and beds. Then we experimented with the porridge oats and water to make the porridge just right for the bears.

We then moved on to 'Emergency', by Margaret Mayo and Alex Aliff. We learnt all about what number to call in an emergency and the jobs of emergency services professionals. We put our skills to the test in our Doctors' role play surgery, there were lots of broken bones and poorly patients! We were very lucky to have a real police car and officer come to visit us, the children loved it when the lights flashed and the sirens sounded although it was very loud!

'Handa's Surprise' by Eileen Browne, inspired us to practice balancing our own baskets of fruit on our heads and explore printing with fruits with paint. The children also talked about their favorite fruits to eat at nursery.

The children have been working on their kitchen skills in our weekly activities, they helped to cut the fruit for snack, made cracker faces and even prepared and spread their own toast. We also enjoyed making the teddy bear sandwiches for our picnic









SUMMER 2 NEWSLETTER JULY 2024



# LITTLE OAKS NURSERY











For science week we explored cornflour and observed how it changed from liquid to solid. We also played with the solar fountain in the garden; the children loved covering and uncovering it with the shadows of their hands, observing how the power of the sun made the fountain stop and start.

We hosted two family events, our first summer games and our wonderful end of term teddy bears' picnic, it was lovely to see so many of our wonderful families enjoying the events together.

Our oldest children have been visiting Reception for story time sessions and have enjoyed playing in their new classrooms, we have also role played getting dressed for school and carrying our lunch trays. We will miss all of them as they move down the corridor to be Ladybird class and Dragonfly class but we are so excited for their onward journey at Mile Oak.

We hope you all have a fantastic summer holiday.

Happy holidays!

... The Little Oaks Team



# A MESSAGE FROM RECEPTION











What a wonderful term we have had here in Reception. We have been learning about where we live through our topic 'Here's Looking Around Me'.

Our first stop was Mile Oak itself. We looked at habitats within school, searching for mini-beasts in our garden and at Forest School. We planted lots of seeds and visited the living classroom to see what was growing and living there. Our last adventure around Mile Oak was a visit to Mile Oak Farm. The farm teacher, Hannah, so kind. She helped us to explore the farm and find out about the animals and the type of farm Mile Oak farm is. Back at school we made maps of our trip around the farm. We shared the story 'What the Ladybird Heard' by Julia Donaldson which also has a map of a farm in it.



Next, we started to think further afield. We shared a story about all the people who help us in our town during the night, 'All Through the Night' by Polly Faber. This led to many role play adventures of firefighters, police officers, medical staff, construction workers and refuse collectors. We even had visits from the RNLI and the police. We had a great time in the police car! It was great to think about all the people who help us in our community.

Our half term culminated in thinking about our lovely city of Brighton and Hove. We have learnt about ocean pollution using the story 'Somebody Swallowed Stanley' by Sarah Roberts and can talk about how we love our city and want to look after it. We had some fun thinking about pirates and their sea-based adventures, using our imaginations to be pirates ourselves. We also thought about our real seaside and what people like to do when visiting the beach. Our final trip to the i360 was a fun-filled adventure in the sky. We loved seeing our city from a different perspective.



Back in school for a final few days and more fun-filled times. We have taken part in our very first sports day. Mr Crellen had made sure we were so well prepared that we were able to have a brilliant time. Then finally we had the BEST beach party ever! Lots of splashing, games, dancing, fruit tasting, 'mocktails' and an ice cream or two!



We have had a wonderful year. The children have started their learning adventures at Mile Oak School with such enthusiasm and have shown great perseverance and courage.

Well done Reception!

... The Reception Team

### A MESSAGE FROM YEAR ONE



What a year! Year 1 have had a very busy year learning about many topics; from animals to explorers, to toys and fairy tales. This term we have wrapped up the year with our topic 'Go Green!' where we have learnt all about plants, growing and the natural world around us.

In science, we have been learning about different types of flowers and trees as well as naming types of evergreen and deciduous trees. We had great fun collecting, naming and drawing flowers that we found growing around our school and enjoyed using them to make natural art. We also enjoyed taking a trip to Forest School where we able to plant our own sunflower seeds! We can't wait to see how tall they grow!

In music, we have contained our 'Go Green' topic by learning to sing a growing song: Find a little seed! The children have enjoyed echoing the lines to each other as well as learning what the different sections of the song are called; perhaps the children can tell you what a chorus is?

In geography, we have been learning how to read and draw a map from a bird's-eye view. We have looked at maps drawn of the Mile Oak area and of our school to help us draw our own maps. We were also able to use the keys to find where our classrooms are and where our classrooms will be when we move to Year 2!

In DT, we were able to design and create our own fruit salads! After reading 'Avocado Baby' and 'Oliver's Vegetables' we tasted a range of fruits and chose which ones we liked the most for our fruit salads. We were then able to practice our cutting skills by preparing the fruit ourselves before we got to taste it!

We have also had a busy term of trips and experiences. We were very lucky to visit our local synagogue to develop our understanding of the Jewish religion, we have had all the parents in to see the activities we took part in during science week and we have taken part in Culture Day where we learnt all about Italian culture as well as our own cultures.



Finally, we finished the term with a successful sports day! A massive well done to all of the children for their hard work on sports day. They were all showcasing our school value of ambition and sharing the skills they have been developing in PE with Mr Crellin.



It has a pleasure to teach all the children in Goldfinch and Starling Class this year and we are very proud of all their achievements. We have seen all the children make great progress and become independent individuals who have a love of learning.

We would like to wish them all the best moving into Year 2!



... The Year 1 Team

### A MESSAGE FROM YEAR TWO



Year 2 have had a great time this half term learning all about 'Beautiful Brighton'. We started off our topic by learning about the history of Brighton, including The Royal Pavilion, The Prince Regent and Martha Gunn. We then got to compare this to Brighton now by going on an amazing trip, including seeing the sights of Brighton from the Volks' Railway.

After our trip, we loved making a map of the route we took and illustrating these with great pictures. We have also made some amazing pictures of Brighton beach using polystyrene printing and collage skills. We then wrote some fantastic fact files all about Brighton in the past and compared it to Brighton today.

We loved science week and getting to show off all that we had learnt to our adults at the science fair. We tested chemical reactions by making goo and lava lamps, investigated how and why our shadows moved throughout the day and re-purposed old plastic bags as parachutes!

We've ended the term by learning all about measure in maths, including time, length and height, mass and temperature. We have also written some amazing acrostic poems all about the seaside!



All of the Year 2 adults are so proud of the children's hard work, not just this term but throughout the year! We cannot believe it is time for them to go to Year 3 and will miss them very much.

We hope they enjoy a well-deserved, relaxing summer holiday!

... The Year 2 Team









### A MESSAGE FROM YEAR THREE













This term we have continued with our Ancient Egypt topic. In writing, we have explored descriptive narrative, imagining that we have visited the hustle and bustle of a market place. The children have also explored the features of diary writing, using the Tadeo Jones short film to develop and inspire our understanding of writing about thoughts and feelings, informal language and chronological order.

Our guided reading text, 'Varjak Paw', was rich with plot and descriptive language. The children are now becoming very adept at looking for evidence in the text to answer questions. This has been a lengthy text which they have sustained such concentration with and have really enjoyed the plot twists.

In our PE lessons, the children have been developing team skills, in both rounder activities and athletics. The children took part in Sports Day and embraced the different activities. Thank you to all of the families that came to support the children, it was great to see so many of you!

In maths, the children have explored fractions of shape and fractions of amounts. They explored different fraction names and learnt how to write the matching notation. We have learnt how to add and subtract fractions with the same denominator. We have also continued with our times tables checks, embedding multiplication and division facts for the 2, 3, 4, 5, 6, 8 and 10 times tables. It has been great to see so many children receiving times table stickers to reflect their hard work and determination with these. Don't forget to keep practising your times tables, on TTRS, over the summer holidays.

In music, we have developed our understanding of the Western timeline in music, looking at Baroque music and composers in detail. In singing, the children have learnt a song about the water cycle, and once its in your head it does indeed go 'round and round' ... Year 3 are always so enthusiastic in singing, and their enjoyment is often commented upon by Mr Lording!

In PSHE, we continued to reinforce our knowledge of vocabulary for parts of the body, and identifying feelings and expressions of safety. We have discussed relationships, and how to be kind to ourselves.

In Spanish, the children have learnt Spanish words for ice creams. They had some great fun designing their own ice-creams, selecting their favourite flavours and ordering these. The Year 3 and 4 children then got together to have a 'Spanish Afternoon', to explore and celebrate all of their Spanish learning. During this time, they explored Spanish music and dance, the colours in Spanish, Spanish ice-cream flavours and matched classroom objects to the Spanish nouns.

Learning in science has been focused on naming reproductive parts of the flower, and seed production and dispersal. We looked closely at the flowers and seed heads in our grounds, talking about the parts that we could see, their functions, and how the seeds might be dispersed. We really enjoyed hosting our science fair, showcasing a range of our science learning from across the year.

We are so proud of the children. Thank you, families, for supporting our learning this year.

# A MESSAGE FROM YEAR FOUR











We have had an exciting and varied final term in Year 4! This began with our combined trip into Brighton. We enjoyed an art walk along the seafront and finished off the day with a visit to the Rampion Visitor Centre. We learned all about how the wind turbines were installed and work and how important this local resource is. The centre is open over the holidays and is free so you may want to visit if you are in the area.

In class, we have learned lots in our *Up*, *Up* and *Away* topic. From creating our own islands, linking our geography learning, to making our moving dragon models. We rounded off this topic by celebrating a variety of cultures during Culture Day

We got thoroughly absorbed in Science Week and linked this to Our City, Our World. The children were enthusiastic about carrying out experiments into the greenhouse effect as well as launching rockets.

This term, it was Hazel Class' turn to take part in the skateboarding sessions. The skateboarding coaches were kind enough to come back and present all the children with a certificate recognising their achievement.

Recently, we celebrated our Spanish learning with a Spanish afternoon. We got to complete a range of activities linking to our Spanish learning from Year 3 and Year 4.

The children in Year 4 have worked really hard all year on improving their times table skills, mainly through Times Tables Rock Stars. They all performed amazingly well on the national Multiplication Tables Check and absolutely blew their teachers socks off with their results!

... The Year 4 Team

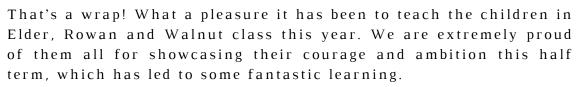






# A MESSAGE FROM YEAR FIVE







We continued with our geography focus after May half term, learning more about our local area by studying OS maps. The children are now able to identify key symbols on maps, measure distances using scale and even locate important places using 4 or 6 digit grid references. We took a field trip across the Downs where we identified both human and physical features of our local area, as well as sketching The Downs in preparation for our artist in residence that finished our fabulous term. More about that later...



Our class reader – The Boy at the Back of the Class – has really engaged the children's love of reading. The book provides plenty of cross-curricular links to PSHE, covering themes such as refugees and migrants, media misrepresentation and friendship. The text further supported the children's writing as we jumped into 'Storyland' and immersed ourselves in the narrator's quest to find a ruby, red pomegranate for Ahmet. Afterwards, the children wrote a beautifully descriptive market scene, using all their senses and plenty of figurative language.



Mathematics learning focused on mastering fractions as well as developing their knowledge in shape, area and perimeter, angles and co-ordinates and we were able to use our newly developing oracy skills when working collaboratively. The children were incredibly mature in their approach to our important RSE learning and showed great respect when we went on our trip to the Mandir to learn more about Hinduism, their belief system and how the temple is used by Hindus. A visit to PACA to watch students perform 'Mary Poppins' was a wonderful addition to our term and the children were an entranced audience. The printmaking workshop, led by local artist Helen Brown, was a hit with the children and staff alike. Using tracing paper, the children carefully sketched their designs onto lino before using cutting tools to carve out their image. By adding an array of coloured inks, their prints came to life. It was wonderful to see their wide smiles when the final print was revealed.



A successful sports day finished the half term, with every child giving their all.



Enjoy a well-deserved summer!

... The Year 5 Team

## A MESSAGE FROM YEAR SIX







Sadly, our Year 6s of 2024 are nearly ready to leave us. They have had such a hardworking year. We are extremely proud of them and the SATs results they have achieved. Throughout their time at Mile Oak Primary, they have done us proud at every turn. They have displayed a thirst for knowledge that is very rare and should be proud of their sporting achievements: many received trophies at our Sports' Awards.

This past term has been all about transition to their next schools and enjoying their well-earned rewards like: residential & activity week, the Y6 Summer Fair and their Leavers' Disco. All children have visited their new schools and have come back excited to move on to the next part of their education.

Whether they were on residential or at activity week, the children had a great time doing their activities and taking part in things they may never have done before.

Although transition has kept them all busy, we have managed to squeeze in some lessons like their transition writing (a poem, a monologue and a dance review) which was sent to their secondary school's English department. We did some writing using a book called Happy Here which is made up of ten short stories written by black authors. The children chose which piece they wanted us to send to their Year 7 English teacher and in September their new teachers will continue using the same book to start their secondary writing journey.

We also finished reading our class reader, A Kind of Spark, which follows the life of Addie, an autistic girl who sets out on a mission to get her small town to erect a memorial to the women who were 'different' and got wrongly accused of being witches and sent to their deaths. The book also followed her life in general and how autistic people can be treated by neurotypical people. In the last weeks, we also enjoyed the popular book 'The Final Year' which is written entirely in poetry.

We cannot verbalise how very proud we are of the children this year as they have always given it 110% no matter how tough things have been for them. We wish them all the best for the future and look forward to seeing them again if they choose to pop in and see us!

All the best!

... The Year 6 Team



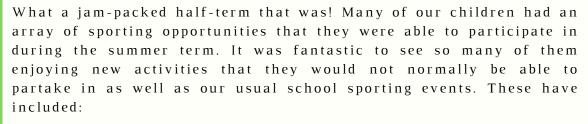






### PE UPDATE







Rackets Festival - The children were able to learn about tennis, table tennis and squash at Withdean with specialist coaches. Our children thoroughly enjoyed the experience.

Schools Day Cricket Match - Forty children had the chance to watch a women's cricket match at Hove cricket ground. Only one child attending had ever been to a cricket match before and only a couple more knew any of the rules! It was a glorious day with fantastic weather and all of the children created an amazing atmosphere during



the game. Withdean Athletics Competition - Some children from year four, five and six were selected to compete in an athletics competition against many other schools. When competing, the children performed admirably in sprinting, throwing, long jump and relay races. Mile Oak

finished 7th out of ten schools in our division. We hope to do even



better next year!

Swimming Gala - Sixteen children were chosen to participate in a swimming gala against other schools across Brighton at the Prince Regent swimming pool. There was a combination of individual and relay races and the children taking part showed a great deal of determination and will to succeed. Mile Oak finished 7th out of nine schools.



Sports Day - What a fantastic two days we had this year! Even the rain could not deter the children from having an amazing time. Thank you to all of the adults who came to support their children and did so emphatically. Amazingly, lots of the children were able to thrive across many different events this year.



Sports Awards - This year, we decided to expand the sports awards and present even more awards for children's attitude and application towards physical education and school sport. It was so rewarding to see the children recognised for all of their hard-work and enthusiasm. Lyndon Lynch (our guest speaker) was really inspiring for the children, sharing his experiences of coaching and working with a range of disability sports.

Thank you for all of your support with school sport this year, we really could not make it work without your support with spectating games, travel to fixtures and most importantly - washing of the kits! It has been a fantastic year and as always we are forever looking for even more opportunities and experiences for the children.

## **SCIENCE UPDATE**









#### Science

This term, saw all the children in the school taking part in Science Week. The theme for our science learning this year was Our City, Our World and year groups took on the challenge of linking their Science Week activities to sustainability. There was a wide range of experiments and investigations happening across the school. Science was also linked to other subjects from Maths, to Reading, to English.

The week culminated in each year group putting on a Science Celebration Event in the halls. Children did a fantastic job of presenting what they had learned about during the week and from the whole year. These were very well attended so thank you for showing your support.



#### Our City, Our World

We have continued to work hard as a school on the Our City, Our World project with the aim of improving the sustainability of our curriculum, school grounds and community.

The exciting news we would like to share is that we have been assessed on how well we are doing with the project and we were delighted to be awarded a Silver Award. The reviewing team said that we had many elements of 'Gold' in our practice and were really impressed by how much we had achieved in such a short space of time.

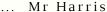
Our focus for this term has been biodiversity. We invited families to take part in 'No Mow May' and the whole school grounds were left to grow for the entire month. The children have been introduced to biodiversity in assemblies and have learned about the Living Coast Biosphere in which we live.

To finish off our focus on biodiversity, we are also inviting everyone to take part in the 'Big Butterfly Count'. To help with this, all the children in the school have been given a lovely butterfly identification poster to take home and treasure. Information has already been sent about this but if you want a reminder just head to:

https://bigbutterflycount.butterfly-conservation.org

Our focus for next term will be Transport. Look out for more information about this in September.

Hope you enjoy a lovely sustainable Summer!













# **RELIGIOUS EDUCATION**

### Autumn 1 Religious Festival Calendar

September				
17 <sup>th</sup> September	Mid- Autumn Festival (Moon Festival)	Chinese	It is an evening celebration where families gather together to light lanterns, eat moon cakes and appreciate the round moon. The full moon is a symbol for family reunion.	
September & October	Harvest Festival	Christian	Displays of various foods are made in churches and Sunday schools and services are held to give thanks for the goodness of God's gifts in nature.	

October				
2nd October	Gandhi Jayanti	Hindu	Gandhi Jayanti is an Indian national holiday that celebrates the birthday of Mahatma Gandhi, who is referred to as the 'Father of the Nation'. He was the driving force behind the foundation of the state of India. His birthday is celebrated with services, prayers using topics that glorify peace and non-violence, and the singing of Gandhi's favourite devotional song entitled 'Raghupati Raghav Raja Ram' (Ram Dhun for short).	
2 <sup>nd</sup> – 4 <sup>th</sup> October	Rosh Hashanah	Jewish	5783 years from the creation of the world, this festival begins ten days of self-examination. The ram's horn (shofar) blown in the synagogue recalls Abraham's sacrifice of a ram instead of his son, Isaac. Apples dipped in honey are eaten in the hope of a 'sweet' new year. The greeting is 'Leshanah Tovah Tikatev' (may you be inscribed for a good year).	
12 <sup>th</sup> October	Yom Kippur	Jewish XX	The last of the ten days of repentance, this 'Sabbath of Sabbaths' is the holiest day of the Jewish year. It is marked by 'afflicting the soul' – expressed through a total fast 25 hours long. Jews spend the eve and most of the day in prayer, asking for forgiveness for past wrongs and resolving to improve in the future. The Book of Jonah is read.	
17 <sup>th</sup> October	Sukkot	Jewish XX	This harvest festival recalls the 40 years the Jews spent in the wilderness on the way from slavery in Egypt to freedom in the Promised Land. A temporary hut or booth – called a <i>sukkah</i> – is used for eating meals and for visits and socialising. The roof, which has to be open in part to the elements, is covered with branches and decorated with fruit.	
3 <sup>rd</sup> - 12th October	Navaratri	Hindu	Navaratri means 'nine nights', which is how long the festival, in the honour of the goddess Durga, lasts. The day after the end of Navaratri is celebrated as the 'victorious tenth' (Vijaya Dashami) and huge figures of Ravana are filled with fireworks and burned on Ram Lila grounds	

# **NEXT HALF TERM**

#### **Topics for Autumn 1**

**Reception** - Here's Looking Around Me

Year 1 - Out and About

Year 2 - London's Burning

Year 3 - The Stone Age

Year 4 - The Tudors and Explorers

Year 5 - Ancient Greeks

Year 6 - Vikings

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 Autumn 1

Reception: Monkey and Me and Owl Babies: Oh Dear

Year 1: On Sudden Hill, Ruby's Worry and Town Mouse Country Mouse

<u>Year 2:</u> The Great Fire of London- 350th Anniversary Edition and Vlad and the Great Fire of London

Year 3: Stone Age Boy and Stone Age Hunter Gatherers

Year 4: Kings, Queens, Scribes and Ferrets

Year 5: Percy Jackson and the Lightening thief

**Year 6:** Beowulf and Viking Boy



### September

Mon 02.09.24 Inset Day

Tues 03.09.24 Inset Day

Wed 04.09.24 Children return to School

Tues 10.09.24 - Tues 22.10.24 Year 6 Swimming

Wed 11.09.24 Year 1 - Rainbow Theatre Visit

Thurs 12.09.24 Year 6 - Viking Workshop

Fri 13.09.24 Year 2 - Rainbow Theatre Visit

Wed 18.09.24 Year 5 visit Forest School

Thurs 19.09.24 Year 5 - Greek Workshop

Thurs 26.09.24 European Day of Language

### October

Tues 01.10.24 Goldfinch Class visit Church of the Good Shepherd & Mile Oak Farm

Thurs 03.10.24 Starling Class visit Church of the Good Shepherd & Mile Oak Farm

Wed 09.10.24 Year 4 visit Hampton Court Palace

Mon 21.10.24 Year 2 visit Church of the Good Shepherd

Wed 23.10.24 Reception 2025/2026 Reception Starters School Tour 9:30am

Fri 25.10.24 Last Day of Term

Please note that School Trips for 2024/2025 and some other important dates will be announced in September



### At Mile Oak Primary School We Think Big!











ATES FOR YOUR

DIARY



For entry to Reception in September 2025, we welcome prospective families to visit our school.

We have the following open events on offer but we would be very happy to provide a personal tour during the school day or after school upon request.

Open Events - To register an interest or to book one of the dates, please contact the school office.



(1) 01273 077114





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



📈 office@mileoak.brighton-hove.sch.uk









Wednesday 08th January



9:30am, 1:30pm & 5:30pm



### MILE OAK SAFEGUARDING TEAM



Mile Oak Primary School
"THINK BIG"
Safeguarding Team



Mr Lording
Headteacher
Designated Safeguarding Lead
Teacher for Children in Care
and previously in Care



Mrs Larter Family Champion Deputy Designated Safeguarding Lead



Ms Wilks Assistant Headteacher Deputy Designated Safeguarding Lead



Mrs Foster Learning Mentor



Rosalind Turner
Chair of Governors
Nominated Governor for Safeguarding
Teacher for Children in Care and
previously in care

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.

Stage 1 Class Teacher

- Contact the class teacher via office@mileoak.brighton-hove.sch.uk or by making an appointment.
- If your compliment, concern or complaint has not been resolved, please ask the class teacher/contact the office to elevate this to stage 2

Stage 2 SLT

- · Contact will be made with the correct member of the Senior Leadership Team
- If your compliment, concern or complaint has not been resolved, please ask the member of SLT/ contact the office to elevate this to stage 3.

Stage 3 Headteacher  If a member of the Senior Leadership Team was unable to resolve your compliment, concern or complaint then it will be passed onto Mr Lording.



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



01273 077114



