



Garden Suburb Infant & Junior School

Childs Way • London • NW11 6XU

Infant Tel: 020 8455 8198 • Junior Tel: 020 8455 3269 • Website : www.gardensuburbschools.co.uk



Head Teacher: Mrs Eileen Bhavsar BA (Hons) MSc • Deputy Head Teacher: Mrs Lisa Berger BEd (Hons)
Business Managers: Mrs Alexia Dobinson officeinfant@gardensuburbprimary.co.uk Ms Andrea Bailey officejunior@gardensuburbprimary.co.uk

4th September 2026

Dear Parents/Carers

We have had a successful start to the new academic year. Your children are to be congratulated for their engagement, enthusiasm and positivity as they settle into their new classes.

This week, across the school, we have focused on a 'Connections Week'. The children have been taking part in activities designed to help them build positive relationships with their peers and staff, establish class routines and expectations, and develop a strong sense of belonging within our school community. It has been wonderful to see new friendships forming and children supporting one another as they begin their learning journey for the year ahead.

During our INSET days on Tuesday and Wednesday, our whole staff training focused on safeguarding, first aid, maintaining high expectations in teaching and learning, and strategies to build positive relationships and support effective behaviour management. This training ensures that we continue to provide the highest standards of care, support and education for every child.

Having high expectations in every aspect of our work is an important part of our school culture, and I ask for your support in upholding these expectations. Working together helps us to provide the best possible environment for all children to thrive. In particular, please ensure that you follow the guidelines we have in place regarding safeguarding, attendance, punctuality and uniform. These expectations help to promote safety, consistency and a positive learning environment for everyone.

Please see the reminders and guidelines below.

Safeguarding

Please talk to your child about, some important safety rules (we will also remind them about these in school):

- **At drop off**, once you have said goodbye at the infant gate (near the front door), or at the Junior gate children **MUST NOT** try to come out of the gate again even if they have forgotten something. The staff on the gate, or their class teacher, will be able to help them if there is anything they need.
- **Pick up** is at 3:25pm for all year groups apart for Reception, who have their own timetable. For safeguarding reasons, parents are asked to wait until all children have been dismissed before trying to talk to the class teacher. We have designated 'parent waiting areas' to support with ensuring the safety of your children. For YR, Y1 and Y2 this is marked by a white line for Y3, Y4, Y5 and Y6 a red line in the playground. **In order to safeguard your children, parents are asked not to cross the lines.**
- Please also ensure that children (especially younger siblings) do not play on the equipment (please note the new signs reminding you of this), scoot or ride their bikes in the playground.

School Uniform

Children should start the school day looking clean and smart and wearing the correct uniform. Class teachers monitor uniform very closely. Please ensure that hair clips etc., are in school colours and not too decorative. Socks and tights should also be in the correct school colours. Full details of our uniform can be found on the website: <http://www.gardensuburbjunior.co.uk/page/?title=Uniform&pid=244>



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Attendance and Punctuality:

Children can come into school for a soft start from **8:45am**. School starts at **8:55am** and your child is late if they arrive after this time.

The end of the school day for Reception is **3:20pm** (once they are full time)

The end of the school day for all year other year groups is **3:25pm**

Attendance and punctuality is monitored closely by our welfare team and the school should be informed by email before 9:00am if your child is not well enough to attend school. welfare@gardensuburbprimary.co.uk

Please also email the school, in advance, should you need to request absences for any other reason e.g. for religious festivals, school visits and medical appointments.

Appointments

Please try to make medical (or other) appointments outside the school day so the children miss as little school as possible. We expect children to attend school before and/or after appointments. Please notify the Welfare Team of ALL appointments and the time you will be collecting/dropping off your child, in advance if possible, so we can ensure they are either ready for collection or we can make lunch arrangements.

School Lunch

All children are still eligible for **Universal Free School Lunches**. If you prefer for your child to bring in their own packed lunch, that is also fine. The teachers will take a lunch register in class so **please ensure that your child is clear if they are having a packed lunch**. Moving forward, you will then need to keep the school informed in advance of any changes to lunch arrangements, at least a week in advance, by emailing welfare@gardensuburbprimary.co.uk

Lone Travellers - Parents need to complete a 'Lone Travelling' form if children are travelling to or from school without an adult. **This is only permitted for Y5 and Y6 pupils**. All Y5 and Y6 children will bring home a Lone Traveller form to complete on Thursday. Forms can be requested from Mrs Alvares welfare@gardensuburbprimary.co.uk if arrangements change throughout the year.

Mobile Phones

Most schools now are **not** allowing pupils to bring in mobile phones for safeguarding reasons. Exceptional circumstances will be considered for Y5/Y6 pupils and a request should be put in writing using our 'Mobile Phone Parental Request Form'. Smart phones with cameras and access to the internet will not be permitted.

PE Kit – It is important you make a note of your child's PE days

When your child has PE, **they need to come into school wearing their PE kit**. They will wear it for the whole day. If you have not yet purchased the PE Kit, please ensure that your child wears plain blue coloured track suit bottoms (no branded kit). Our aim is that over time everyone will purchase the school kit, as they will get a lot of wear out of it.

Year 1 Tuesday, Friday

Year 2 Tuesday, Friday

Year 3 Monday, Thursday

Year 4 Tuesday, Wednesday

Year 5 Wednesday, Thursday

Year 6 Wednesday, Friday



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Bags

Children in Reception, Y1 and Y2 do not need back packs. They should only bring their school book bag into school. Please don't put water bottles in the book bags as they tend to leak or get forgotten about. Children should carry their water bottles.

Y3, Y4, Y5 and Y6 pupils are allowed to bring small back packs for their snack and reading/homework folder.

Children should not bring toys or attached lots of key rings to their bags as they can easily become lost or damaged. All stationery is provided and children do not need to bring their own pencil case to school.

After School Clubs

Most after school clubs start next week. Please check joining information for the providers. Little Voices in the Infants School still has spaces. See details below:

Drama & Singing Club at Garden Suburb Infant School

Tuesdays and Fridays 3:25 p.m. to 4:25 p.m. For Year 1 and Year 2

Build confidence, nurture talent and encourage your child to find their inner sparkle through fun, engaging and inspiring Drama and Singing activities. Children will work with a professional tutor developing skills such as self-expression, public speaking, musicality and teamwork. At the end of the term there will be a presentation performance for parents/guardians. At the end of the summer term the children will have the opportunity to perform in a theatre in as part of the Little Voices showcase. Bookings will be taken on a first-come-first-served basis. This club accepts a maximum of 20 children and costs £156 for the 13 week term.

Booking Link: bit.ly/GSISDrama

Contact katie@littlevoices.org.uk or 07366464332 with any questions or for more information.

Communicating with the school

As you would expect there has been some changes to our systems now that we are working towards operating as one school. Over the summer holidays considerable work has taken place to our ICT systems, including our emails. We aim for our communication with parents to be effective. **Please see below the essential information that you need to know.**

Thank you to the staff for all of their hard work this week in settling the children into their new classes and thank you to parents for your words of encouragement for the new start for our schools.

Enjoy the weekend!

Kind regards

Mrs Eileen Bhavsar
Head Teacher



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School Communications

Newsletter

The new newsletter will be one combined communication and continue to be emailed on Fridays to keep you informed of key information. Please make every effort to engage with all communications as this will support our home school partnership.

Arbor- our school communication and payment system

Your Arbor logins have remained unchanged for this term, so keep using your account. If your child has moved to Y3 or you are new to our community, you will be prompted to activate your Junior/Infant account where applicable.

If you have a child in both schools, you will still need to access both of your Arbor accounts.

If you need any help activating or logging in to your account, please contact the school as soon as possible.

Email: admin@gardensuburbprimary.co.uk

Arbor is used for the following:

- Newsletters and other school communications
- Emergency messages regarding school closures etc., either by text, or by email.
- Payments for trips, workshop, PTA events and school donations
- Booking appointments for parent/teacher consultations

It is your responsibility to keep your Arbor account updated with any contact detail changes.

How parents contact the school

We are looking for opportunities for our teams to work together as ultimately this will be more efficient and cost effective. We have made a number of changes to our emails.

Our Welfare and Admin email addresses have changed. The support team will now be managing shared emails. Please use the following guidelines:

Welfare

Email: welfare@gardensuburbprimary.co.uk

Please use the above email for all welfare matters including attendance, absence requests, pick-up arrangements and school lunch.

Admin

Email: admin@gardensuburbprimary.co.uk

Please use the above email for all Arbor matters, clubs, trips, payment queries and requests for letters

Mrs Gonzalez - will usually manage Infant queries (R, Y1 and Y2)

Mrs Alvares - will usually manage Junior queries (Y3,Y4,Y5,Y6)

Miss Jedrzejowska – supports with admin queries

Office

Please use the emails below for admissions queries, financial support and Benefit Related Free School Meals, as well as contacting a member of the leadership team, including the head teacher. Continue to direct queries to:



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Infants

Mrs Dobinson - Infant School Business Manager

Email: officeinfant@gardensuburbprimary.co.uk

Juniors

Ms Bailey – Junior School Business Manager

Email: officejunior@gardensuburbprimary.co.uk

SENDCO:

Our SENDCOs work closely together but they will continue to support the separate key stages.

Infants

Mrs Elia

Email: sencoinfant@gardensuburbprimary.co.uk

Juniors

Mrs Goldman

Email: sencojunior@gardensuburbprimary.co.uk

To ensure that your queries are dealt with promptly, please label any emails as follows:

Child's class, full name and reason e.g. 5G Zara Jones - Absence Request

This will help to avoid a delay in responding to your query.

Funtime - Breakfast and After-School Clubs (ChildCare) - Starts from Thursday 3rd September

Funtime is open for both breakfast and after school club. Due to the fact that there is a limit to group sizes, all places MUST be booked and paid for in advance.

Contact Sharon on 07506 030 037 or email Shaz.Funtime@outlook.com