



# 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](http://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](mailto:officeinfant@gardensuburbprimary.co.uk) Ms Andrea Bailey [officejunior@gardensuburbprimary.co.uk](mailto:officejunior@gardensuburbprimary.co.uk)

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25<sup>th</sup> September 2026

Dear Parents/Carers

## Important Information about Fun Time After School Club

Our after-school club, Fun Time, must close for two weeks due to compassionate reasons

The after-school club will be closed from Monday 5<sup>th</sup> October until Friday 16<sup>th</sup> October. It will re-open on Monday 19<sup>th</sup> October.

**Please note** that Fun Time breakfast club will remain open as normal during this time.

In addition, there will be no Fun Time holiday club during the half-term period (Monday 26<sup>th</sup> October to Monday 2<sup>nd</sup> November).

We understand this may cause inconvenience and appreciate your understanding during this time

## Parent/Teacher Consultations for All Year Groups

The consultation will be from 3.40pm - 6.00pm on the following dates:

**Wednesday 30<sup>th</sup> September, Wednesday 14<sup>th</sup> October.**

Bookings went live on 16<sup>th</sup> September. All parents are expected to take up this opportunity to meet with their child's class teacher.

## Curriculum Talks for Parents

We will be holding the following meetings on the curriculum including guidance on how parents can support their children at home. All parents are invited to attend their Year Group talk.

**Curriculum Talk for Parents in Y3 and Y4:** Friday 2<sup>nd</sup> October 9:00am - 11:00am in the Junior Hall

**Curriculum Talk for Parents in Reception (Green and Red):** Wednesday 7<sup>th</sup> October 9:00am - 9:45am in the Infant Hall

**Curriculum Talk for Parents Y1 (Yellow and Turquoise) and Y2 (Pink and Orange):** Friday 9:00am - 9:45am in the Infant Hall.

**Homework on Tapestry for Y1 and Y2:** Parents in Y1 and Y2 received communications earlier this week in regards to their Tapestry accounts. It is important that all children have at least one parent activated on the correct part of Tapestry (KS1 for Y1 and Y2). Please note Reception Year will not be using Tapestry this year.

**Y2 Parents** – homework will be sent out for the first time next Friday afternoon; you will receive an email through Arbor and details will be posted onto Tapestry. If you didn't activate your account last year, then you will have received a new activation email on Wednesday afternoon.

**Y1 Parents** – Activation emails were sent out on Thursday afternoon, and we can see that some parents have already activated their accounts. Remember, even if you activated your account last year when your child was in reception, you need to create a new account in the KS1 system to access Tapestry this year; your login for the package you used last year has been deactivated, and you need to activate a new account. Check your inbox for the activation email sent out on Thursday afternoon.

We do ask that at least one parent for each child activates their account so they can engage fully with school life – we share wow moments in the class, as well as activities for the children do at home to support their learning.



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## Assemblies and Curriculum Events

- **Y6 Visit Kenwood: Year 6 Visit to Kenwood:** On Wednesday, Year 6 visited Kenwood House. They had a lovely day walking around the grounds and sketching points of interest, namely the 'Thousand Pound Pond' and sculptures by Henry Moore. They also attended an informative workshop in the mansion house where the children focused on the paintings of Dido Belle and the Murray family who used to live at the house during the 1700s. Dido Belle lived at Kenwood House for 31 years. Her position was unusual because she was born into slavery according to colonial law. Lord and Lady Mansfield brought her up as a member of the Murray family. This workshop introduced the children to the Y6 topic on slavery and injustice linked to their Black History focus next month. The children were really engaged and asked and answered lots of interesting questions.
- **Oral Hygiene:** The school Nurse visited all Year 2 classes this week to deliver a session for the children on the importance of brushing their teeth.
- **Talk on Tuesday':** As part of our focus on developing oracy skills the theme for this week is:  
**Would you rather live underwater or in space?**  
**Why?**  
Please encourage your child to discuss the theme at home, for example with the family at dinner time.
- **National Poetry Day:** The whole school will be celebrating National Poetry Day next Friday. If you have a favourite poem, or any poetry books at home, do share them with your children to support the work that we will be doing in school.

Please see some useful general information below, in particular, the information on communicating with the school, to ensure that any queries are dealt with promptly.

Kind regards

Mrs Eileen Bhavsar  
Head Teacher



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## School Communications and General Information

**Welfare Email:** [welfare@gardensuburbprimary.co.uk](mailto: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](mailto: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 Jedzejowska – 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:

**Infants:** Mrs Dobinson - Infant School Business Manager

Email: [officeinfant@gardensuburbprimary.co.uk](mailto:officeinfant@gardensuburbprimary.co.uk)

**Juniors:** Ms Bailey – Junior School Business Manager

Email: [officejunior@gardensuburbprimary.co.uk](mailto:officejunior@gardensuburbprimary.co.uk)

### SENDSCO:

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

**Infants:** Mrs Elia Email: [sencoinfant@gardensuburbprimary.co.uk](mailto:sencoinfant@gardensuburbprimary.co.uk)

**Juniors:** Mrs Goldman Email: [sencojunior@gardensuburbprimary.co.uk](mailto: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.

**Emails for class Teachers (Y3-Y6): Please note:** due to teaching commitments, class teachers may not be able to view or respond to emails on the day that they are sent. Urgent messages and Reception -Y2 should go to welfare or the school office.

| Class Teacher                                                  | Email                                                                          |
|----------------------------------------------------------------|--------------------------------------------------------------------------------|
| <b>Year 3</b>                                                  |                                                                                |
| Ms N Aziz ( <b>Year Group Leader</b> )                         | <a href="mailto:3G@gardensuburbprimary.co.uk">3G@gardensuburbprimary.co.uk</a> |
| Miss P Bowry                                                   | <a href="mailto:3S@gardensuburbprimary.co.uk">3S@gardensuburbprimary.co.uk</a> |
| <b>Year 4</b>                                                  |                                                                                |
| Mr J Morrissey ( <b>Year Group Leader and Assistant Head</b> ) |                                                                                |
| Ms C James /Mrs Solden                                         | <a href="mailto:4S@gardensuburbprimary.co.uk">4S@gardensuburbprimary.co.uk</a> |
| Miss E Woods                                                   | <a href="mailto:4G@gardensuburbprimary.co.uk">4G@gardensuburbprimary.co.uk</a> |
| <b>Year 5</b>                                                  |                                                                                |
| Mrs K Margolis ( <b>Year Group Leader</b> )                    | <a href="mailto:5G@gardensuburbprimary.co.uk">5G@gardensuburbprimary.co.uk</a> |
| Miss J Jouhal                                                  | <a href="mailto:5S@gardensuburbprimary.co.uk">5S@gardensuburbprimary.co.uk</a> |
| Miss G Atkinson                                                | <a href="mailto:5J@gardensuburbprimary.co.uk">5J@gardensuburbprimary.co.uk</a> |
| <b>Year 6</b>                                                  |                                                                                |
| Mrs J Richter ( <b>Year Group Leader</b> )/ Miss H Buck        | <a href="mailto:6S@gardensuburbprimary.co.uk">6S@gardensuburbprimary.co.uk</a> |
| Miss J Quinn                                                   | <a href="mailto:6J@gardensuburbprimary.co.uk">6J@gardensuburbprimary.co.uk</a> |
| Miss N Fernando                                                | <a href="mailto:6G@gardensuburbprimary.co.uk">6G@gardensuburbprimary.co.uk</a> |

**Funtime - Breakfast and After-School Clubs (ChildCare)** - 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](mailto:Shaz.Funtime@outlook.com)



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**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](mailto: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.

|                  |                     |
|------------------|---------------------|
| <b>Reception</b> | Thursday            |
| <b>Year 1</b>    | Tuesday, Friday     |
| <b>Year 2</b>    | Tuesday, Friday     |
| <b>Year 3</b>    | Monday, Thursday    |
| <b>Year 4</b>    | Tuesday, Wednesday  |
| <b>Year 5</b>    | Wednesday, Thursday |
| <b>Year 6</b>    | Wednesday, Friday   |