



MILE OAK NEWSLETTER



FRIDAY 22ND MAY 2026
SUMMER 1 NEWSLETTER



Dear Families,

As we near the May half term holiday, I would like to take the opportunity to reflect on another busy and successful term at Mile Oak.

Firstly, I want to extend my sincere thanks to our wonderful staff, supportive families, and, most importantly, our fantastic children. By working together, we continue to create a positive and caring school community where children are encouraged to learn, grow, and thrive. Even during challenging times, the dedication and teamwork shown across our school never fails to impress me.

Our staff consistently demonstrate exceptional commitment, enthusiasm and care in everything they do. Every day, they work tirelessly to support and inspire our children, providing enriching experiences and high-quality learning opportunities. I am incredibly proud of the passion and professionalism they bring to our school community.

I am also very pleased to celebrate the efforts of our Year 6 pupils during SATs week. They approached the assessments with maturity, determination and resilience, helping to create a calm and purposeful atmosphere throughout the week. Their hard work and positive attitude, alongside the encouragement from staff and families, made the week a real success. We are extremely proud of them all.

As the half term break begins, I hope families are able to enjoy some well-deserved rest and quality time together. Whether you are travelling, enjoying days out, or simply relaxing at home, I hope the break provides an opportunity for everyone to recharge and make happy memories.

With our final half term approaching, we are looking forward to hopefully enjoying some warmer weather and sunnier days ahead. The summer term always brings exciting opportunities for outdoor learning, play and enrichment experiences, and we are keeping our fingers crossed for plenty of sunshine.

Over the coming weeks, we will also be sharing further information about transition arrangements across the school. Whether children are preparing to move into a new year group or getting ready for the important step to secondary school, we will ensure that guidance and support are in place to help every child feel confident and prepared for the changes ahead. Thank you, as always, for your continued support and partnership with the school. I wish all of our families a relaxing and enjoyable May half term break.

We look forward to welcoming all children back to school on Monday 1st June. *Mr. Lording*



LITTLE OAKS NURSERY



We've had another busy and exciting half term at Little Oaks Nursery!

It has been wonderful to welcome some new friends to our nursery family. The children have enjoyed getting to know one another and learning everyone's names. Clapping out names during group time has become a fun and engaging way to help us remember our new friends.

One of the highlights of the half term was a very special visit from Hannah at Farm School and Farmer Emma, who brought along four adorable lambs for us to meet. The children were delighted to welcome Plum, Strawberry, Lime and Coconut to nursery! We practised using gentle, kind hands to stroke the lambs and listened carefully as Farmer Emma told us all about them.

The children recently had the opportunity to visit the Reception classrooms and explore the outdoor play area, helping them become familiar with the Reception environment. It was a wonderful experience that sparked excitement and helped build confidence for the next stage of their learning journey. Over the coming weeks, there will be more opportunities for visits to support the children as they begin their transition into Reception.



The children have also been exploring size and comparison language, using words such as big, small, biggest and smallest. Using the goats from *The Three Billy Goats Gruff*, the children enjoyed putting the goats in size order and comparing their differences through hands-on play.



We then shared the lovely story *Anywhere Farm* by Phyllis Root, a rhyming book that encourages us to grow plants in all kinds of unusual places. Some children excitedly told us about the strawberries they are growing in tubs on their balconies at home. Here at nursery, we have been busy growing sunflowers, courgettes and pumpkins together.

LITTLE OAKS NURSERY

Following on from this, we focused on the story Farmyard Hullabaloo by Giles Andreae. The children loved singing Busy Farmer Ben and learning Makaton signs for the different farm animals featured in the book.

As late spring arrived, we explored seasonal changes through the beautiful book Nature Trail by Benjamin Zephaniah.



This joyful story celebrates the wonders of nature and all the exciting discoveries waiting to be found outdoors. Inspired by the book, the children created paintings using mini beasts, searched for insects in the nursery garden and explored the sounds and movements of different creatures; buzzing like bees, fluttering like butterflies, crawling like caterpillars and singing along to the "Wiggly Woo Worm" song!

We finished the half term with some fantastic Forest School sessions. It was lovely to welcome the children's home adults to join us for the fun. Together we enjoyed bug hunts, nature-inspired stories and games of Nature I Spy on the field. It was a wonderful opportunity to connect with nature and enjoy learning outdoors together.



... The Little Oaks Nursery Team



A MESSAGE FROM RECEPTION

This term in Reception we have been on our adventures into storyland and using our imaginations in the world of fantasy and make-believe.

Our first imaginary world was within the traditional story of Jack and the Beanstalk. When we noticed some giant legs appear in our skylight and a terribly tall beanstalk the children were hooked! Stories, discussion, questions galore about where the giant had come from, how we could help him and if we had seen any of his missing golden eggs! We even planted our own beanstalks- with limited success! Gardening is all about trial and error isn't it!!

The following weeks saw us share many more quality texts featuring dragons and other mythical creatures, knights, royal characters, fairies and unicorns. 'How to Grow a Unicorn' by Rachel Morrisroe has inspired many imaginary discussions around what fantasy plants we could grow and culminated in us making our very own unicorn poop, a magical manure as described in the story!

Alongside this fun we have been regularly exploring the environment and Forest School area looking for signs of spring, growing more plants and flowers from seeds and building fairy houses from natural materials.

We had a very special trip out of school to Brighton Museum and The Royal Pavilion. This supported our knowledge and understanding of the past and present. In the museum, Louise, the museum teacher, told us all about what a museum is for and how this museum tells the story of Brighton people over time. In the afternoon, we grabbed our 'dragon spotting' goggles and headed to the Royal Pavilion. Much excitement and imagination spilled out as we made soup for tiny dragons and searched high and low for the mischievous mythical creatures all while walking in the footsteps of royalty. Our imaginations were well and truly sparked!

From our storytelling experience and all the real and imaginary worlds we have explored this term, we have been able to use all we have learnt about story structure to tell and write our own stories. Our ideas are flowing and our writing skills are going from strength to strength.

Another absolute highlight has to be the 'Big Make' family sessions. The children were joined by special adults to help them realise their plans for a castle model. There were so many wonderful creations and we have enjoyed playing with them in class as part of our story telling. Thank you so much to those who could attend.

Our next topic is based around our local environment. 'Here's Looking Around Me' is a journey into our very own part of this amazing world. We will explore Mile Oak and Brighton, thinking about all the fantastic things we have around us, old and new. We will also be appreciating all the everyday heroes that keep our city moving and how we can play our part in looking after ourselves and our home. It would be a great opportunity to discuss what activities you do at home to look after our environment for all of our futures.



... The Reception Team



A MESSAGE FROM YEAR ONE

Year 1 have loved our "Amazing Animals" topic! We have learnt lots of facts and have enjoyed sharing these with one another! In Art we have been looking at the work of Bordalo II, a street artist whose work mainly consists of animal murals made with recycled materials. You can even see some of Bordalo's work in person - he created a giant sculpture of a seagull at the Beach Café at Hove Lagoon!

In Music we have been exploring which instruments we strike, shake or scrape. We have learnt the names of all of the instruments and created a musical soundscape thinking about what sounds we may hear if we were an animal in a jungle.

In Maths we have started working with numbers between 20 and 100. We have been using our single number facts to work out equations with larger numbers, and have been learning all about how many tens and ones are in a number. As well as learning about number, we have been learning about 3D shapes, the months of the year and repeating patterns. Perhaps your child can create their own repeating pattern with objects at home!

In RE we have been exploring the creation story and have been speaking about how some Christians believe the world was created. As well as exploring the beliefs of some Christians, we have also started to learn about the Jewish religion focusing on the Shabbat celebration. We are looking forward to our trip to the Synagogue next half term where we hope our knowledge of the Jewish religion will expand even further.

Finally, a reminder that the children have their Phonics screening check coming up in Summer 2. This will take place in the second week back after half term. Your children should be continuing to practise every night with either their decodable reading books, their phonics booklets or any personalised packs provided to them. If you have any questions about the phonics screening check or any of the digraphs they should be practising, please contact a member of the Year 1 team or Miss Griffiths.

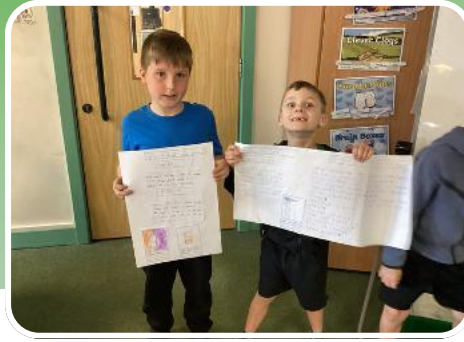
We hope you all have a relaxing half term and look forward to welcoming the children back for their final half term in Year 1...!



... The Year 1 Team



A MESSAGE FROM YEAR TWO



What a fantastic start to the summer term the children have had. We have thoroughly enjoyed our topic, "Helping Heroes." We learned all about Mary Seacole, Edith Cavell and Florence Nightingale, and their significant contributions to nursing. The children loved writing their amazing diaries about a day in the life of Mary Seacole and created fact files which were presented beautifully. We have been amazed by the information that they have learnt and retained.

The children loved reading 'Ada Twist, Scientist' and predicting their own ideas on what the mysterious stink in the story might be! We also read 'The Extraordinary Life of Mary Seacole' as a class which gave the children lots of interesting facts and supported them with their brilliant writing.

In Maths we learnt to use our 2s, 5s and 10 times tables to multiply and divide numbers. We have also started to learn about fractions of number and amounts using quarters, thirds and halves.

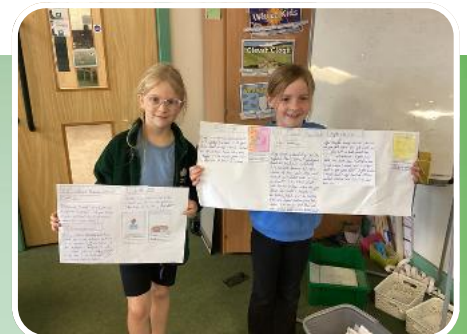
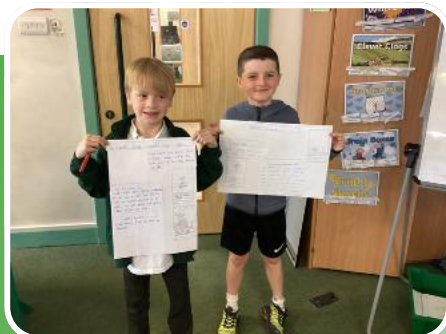
The children investigated the impact of exercise on the body and the importance of keeping fit and healthy and also learning about the importance of good hygiene. We carried out a little experiment with glitter, hand cream and soap, to see how germs can really spread quickly and the importance of using soap to wash ourselves properly.

The children have worked so hard to bring together their hard work that they have done in Year 2 so far and to present this together in an assembly for you all. They thoroughly enjoyed showing you all that they have learnt so far and particularly loved performing the songs to you all. We hope that you loved it as much as we did.

For our final half term of Year 2, our topic will be "Beautiful Brighton." We will learn about the history of seaside holidays and create artwork inspired by Brighton Beach. The highlight will be our school trip to the beach and our trip on the Volks Railway.



... The Year 2 Team



A MESSAGE FROM YEAR THREE

The children - and staff! - are loving our topic about Ancient Egypt! In writing, we are developing our paragraph and sentence skills, using Newspaper Reports as our structure. The children are exploring the writing features of newspaper reports, using the 5 w's: Who, What, When, Where and Why to examine how information is planned and written.

We have also written terrific recounts about our recent trip to the Brighton Museum.

We are enjoying our Guided Reading text, 'A Mummy Ate my Homework!', and the children continue to develop their reading skills.

Our current focus is summarising, and a fun way to do this is to ask, 'If you could summarise this book/chapter/paragraph in one word/sentence, what would that word/sentence be...?'

In Reading Fluency, we are also developing our own awareness as a 'reader for pleasure' - what books do we enjoy, how do we share our reading at home, who do we like to read with? Reading with your child helps to support their self belief as a reader, with adults modelling how we read, discussing book preferences and genres.

As we study Ancient Egypt for the whole term, we are using History to develop understanding of Primary and Secondary sources of evidence - how do we know what we know - as well as examining lifestyles and practices of some of the vast Ancient Egyptian cultures, and questioning the ownership of artefacts from finds.

Year 3 visited the Brighton Museum, attending a superb Mummification workshop. This really helped us to visualise and understand the procedures and rationale of mummifying, and the children were really engaged and were wonderful ambassadors for our school.

Art - the children will be making some terrific Canopic jars, using the clay coil technique, with the head made using the pinch pot method. We have started the design for these. Patterns and features will then be etched in, using clay tools. These shall be adorning your homes at the end of the Summer Term!

As we head towards our final half term, we are very proud of the achievements and resilience of our Year 3 learners!



... The Year 3 Team



A MESSAGE FROM YEAR FOUR

The Year 4 children have had a fantastic and engaging half term, showing great enthusiasm across all areas of their learning. Our new topic, *Up, Up and Away*, has really captured the children's imagination, as it focuses on journeys and exploring destinations around the world. This has linked brilliantly with our class reading text, *Kensuke's Kingdom*, which the children have been completely absorbed in. They have shown a real love for the story, having thoughtful discussions and making predictions as the plot unfolds.

We launched our topic with an exciting "Stunning Start." The children explored the idea of travelling the world and shared where they would go if they could visit anywhere. They then carried out their own research into different countries and created beautiful pieces of artwork inspired by exotic locations. These were proudly used to design and decorate their Learning Journal covers, which look fantastic and reflect the children's creativity.

Our learning across the curriculum has also been meaningfully linked through the theme of bees. The children discovered the important role bees play in our ecosystem and learned about the dangers they face due to pesticides. This inspired some incredibly powerful persuasive letter writing, where the children expressed their views with passion and maturity, encouraging action to protect these vital creatures.

Ash Class have been especially fortunate this term to take part in weekly skateboarding lessons. These sessions have been a huge success, with children showing determination, resilience and a willingness to step outside their comfort zones. It has been wonderful to see their confidence grow each week, and the excitement is clear to hear with comments like, "I can't wait for Tuesday again!" These sessions have been delivered by specialist skateboarding instructors on Tuesday mornings, and we are pleased that Hazel Class will also have the opportunity to take part after the half-term break.

As we move closer to June, this is an important time for practising times tables, as the children prepare for the national Multiplication Check. We have been working hard in school, particularly through Times Table Rock Stars, and would really appreciate your continued support at home in encouraging regular practice. This will make a big difference to the children's confidence and fluency.

Thank you, as always, for your continued support.

... The Year 4 Team



A MESSAGE FROM YEAR FIVE



Wow, what a busy start to the Summer Term Year 5 have had! All children have continued to 'Think Big' and show all of the school values in everything they do.

After the Easter break, we launched our new topic - Ancient Maya - with a workshop from Portals to the Past. The children were treated to a day of learning about this amazing ancient civilisation through workshops, games and quizzes. The day ended with the classes competing in a Maya sports event, based on throwing skills, and all the children brought their competitive spirit to the game. We used all of the knowledge we have learnt from this day, as well as our history lessons, to prepare and perform our class assembly. The Mayan song will be forever stuck in our minds!



In maths, the children have begun their fractions topic, where they have learned different concepts such as adding and subtracting fractions, finding equivalent fractions and converting mixed numbers into improper fractions. For these lessons, the children have represented numbers in a variety of ways including bar models, part-part-whole models and using abstract methods.



We combined our history and maths skills into a DT project where we made scones for Mr Lording and our families. The children learnt new vocabulary such as rubbing in, knead, dough and glaze. Mr Lording believes they are the best scones he has ever tasted. We hope you enjoyed them too.



Cycling has been a real highlight to the term and we have developed our skills of team work and cycling one handed with increasing control. We were amazed at how difficult it can be to cycle sloooowwwwwllllyyyyy!

Inspired by Maya tales and our class text 'The Explorer', the children have become budding journalists, writing their own newspaper reports about the Mayan myth 'The Hero Twins'. Furthermore, they have learnt about the explorer Percy Fawcett and written a biography about his life's work. It seemed appropriate, as he turned 100 this year, to also write a biography on another great explorer - David Attenborough. See how many facts Year 5 can tell you about this inspirational man!



It has been a pleasure to watch Elder and Rowan class continue to develop wonderful learning behaviours over the year. Sadly, Summer 2 is our last half term with the children but we cannot wait to make the most of the rest of the year with them before their final year at Mile Oak begins.



... The Year 5 Team

A MESSAGE FROM YEAR SIX



This half term has been a demanding one for Year 6 as we built-up to SATS tests. Over the last few weeks, they have shown a tremendous amount of maturity in both their learning and behaviours. They have been relishing the opportunity to be role models and to showcase what they have learnt throughout their time at school.

During the actual SATS week, we could not have asked for more from Year 6 - they were fully focussed and did themselves extremely proud. Whatever the outcome of the tests, all the staff at Mile Oak are immensely proud of them. Tests are part of education and general life - an opportunity to help prepare Year 6 for their next stage of schooling.

We have consistently reminded them that how they do in their SATS does not, and will not, define them as people; we know exactly how wonderful they are regardless of a test score. In fact, we saw how wonderful they are during the mornings and afternoons of SATS week.



They were their energetic, jokey selves at breakfast club and up on the field playing games. It was lovely to see their personalities shine through and to have lots of fun with them amongst the testing. The whole year thoroughly enjoyed their well-deserved post SATS picnic celebration too!



This term, year 6 have been learning about visual literacy and graffiti for our Art learning. Take a look at some of their amazing artistic tags.



... The Year 6 Team



A MESSAGE FROM FOREST CLASS



We have enjoyed continuing our topic of Fairytales and learning more about the themes of these stories and the characters!

In our PSHE lessons we have been looking at what are healthy and unhealthy foods and the importance of keeping ourselves safe. We are all working so hard and the Forest Class team are very proud of us!

We have loved coming together to go for a daily walk and spending time taking part in mindfulness colouring and learning how to draw sessions. We are getting very good!

In Maths, we have been looking at measurements and learning key vocabulary such as: shortest, longest and equal. We have been practising these skills using rulers and cubes to measure objects in our environment. We have also been creating simple addition sums and solving them. We have learnt what it means to be commutative.

Forest class enjoyed planting cress seeds for our science lessons, we have been observing them and noticing the differences it makes when the plants do not have everything they need.

We have enjoyed looking at different images for our Fairytale topic and we have been able to describe these images and our teachers are very impressed with our ideas and our handwriting. We have begun up-levelling our work by adding adjectives and creating our own sentences!



After half term we will be moving on to the topic amazing animals.

The Forest Team



PE UPDATE

This half term in PE has been full of energy, enthusiasm and fantastic participation from all of our pupils. The children have enjoyed a wide range of summer sports, including tennis, cricket, rounders and many more. With the arrival of better weather, it has been wonderful to see lessons taking place outdoors, with pupils embracing the opportunity to be active in the fresh air.

We have also been excited to introduce new activities into the curriculum this half term. Cycling has been a fantastic addition, with our Year 5 and 6 pupils thoroughly enjoying the opportunity to develop their confidence and skills on bikes. In addition, Ash Class in Year 4 have absolutely loved their skateboarding lessons, showing great bravery, balance and determination as they learnt something new.

Throughout all sessions, the children have continued to demonstrate the key sporting values we promote at Mile Oak: determination, sportsmanship and respect. It has been particularly pleasing to see how these values are consistently applied, whether in competitive situations or during skill-based activities. A special congratulations goes to all of our PE Stars of the Week this half term, who have exemplified these qualities and set a fantastic example for their peers.

Next half term includes upcoming events such as the Withdean athletics competition, where we are eager to see more of our pupils showcase their talents and represent the school. We will also enjoy the Tri-Golf festival which was sadly cancelled this half term due to the rain.

We are very much looking forward to Sports Day next term, which is always a highlight of the school calendar and a great chance for all children to get involved, compete and have fun together.

Thank you, as always, for your continued support of PE and school sport at Mile Oak.

... Mr Crellin



CHILDREN'S PARADE

This term saw all our hard work pay off at the Children's Parade. Our theme was 'Science Fiction' and, because this year is the Year of Reading, we chose our Year 5 book of study 'The Story of the Blue Planet' by Andri Snaer Magnason. The story is based on a planet where only children live and one day an adult crash lands and things start to change. The main theme we took was the swarm of butterflies that the children look forward to each year. On the day, the parade went wonderfully as usual. We got lots of attention with our colourful and sparkling butterflies of all shapes and sizes. The Key stage 2 children were tremendous in making the butterflies stand out and every child in the school coloured a butterfly in which was used on the day. As always, we were so proud of the children that took part as they represented Mile Oak beautifully! Thank you to all the staff involved who gave up their time to help make and be there on the day, the children and their parents, and those we saw along the way cheering us on!

... Miss Witts





TTSA COMMUNITY ART PROJECT



Before Easter, we launched an art competition as part of the group of schools called the TTSA. Each school chose a winner from each year group to be exhibited at the Jubilee Library in central Brighton. After the holidays, the final event was held where the school winners were invited and three artists came to select the overall winners of different key stages. We are a creative bunch here at Mile Oak as two of our children won! Louis - Reception and Melissa - Year 2!!


Next term, all of our entries, including the winners, will be put on show for all to see.



RELIGIOUS EDUCATION

Summer 1 Religious Festival Calendar - April

May			
24 th May	Pentecost	Christian 	Pentecost is the festival when Christians celebrate the gift of the Holy Spirit. It is celebrated on the Sunday 50 days after Easter and is seen as the 'birthday' of the Church.
24 th May	Hajj	Muslim 	All Muslims who are able to do so are required to make this pilgrimage to Mecca once in their lifetime. A series of ritual acts are performed by the pilgrims during the first two days of Hajj.
27 th – 30 th May	Eid-UI-Adha (The Festival of Sacrifice)	Muslim 	This major festival (al-Eid al-Kabir) commemorates Ibrahim's (Abraham's) willingness to sacrifice his son, Ismail. Muslims all over the world sacrifice an animal if they can afford it. Much of the meat is distributed to the poor, and some is shared with relatives and friends.

June			
16 th June	Islamic New Year	Muslim 	This day commemorates the Hijra or migration of the Prophet Muhammad from Mecca to Medina in 622 CE, which led to the establishment of the Muslim community there. The day is notable as Muslim years are dated from this time and are marked AH (After the Hijrah).
19 th June	Dragon Boat Festival	Chinese	The festival commemorates the life and death of the famous Chinese poet Qu Yuan

NEXT HALF TERM

Topics for Summer 2

Reception - All Around Me

Year 1 - Go Green

Year 2 - Beautiful Brighton

Year 3 - Ancient Egyptians

Year 4 - Up Up and Away

Year 5 - Exploring the Downs

Year 6 - Moving On

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 Summer 2

Reception: What the Ladybird Heard, The Three Billy Goats Gruff, All Through the Night, Pirate's Mum, Somebody Swallowed Stanley, Look What I Found at The Seaside

Year 1: Jack and the Beanstalk by Richard Walker, Avocado Baby by John Burningham

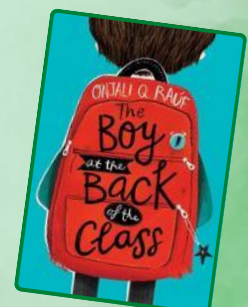
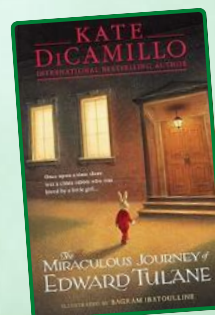
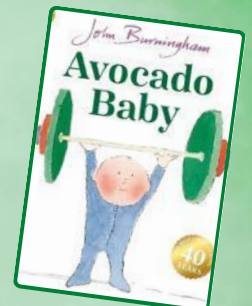
Year 2: Seaside Holidays Then and Now by Claire Hibbert, Cavegirl by Abie Longstaff, Rabbit and Bear Rabbit's Bad Habits by Julian Gough

Year 3: Varjak Paw by S.F Said

Year 4: The Miraculous Journey of Edward Tulane by Kate Di Camillo

Year 5: The Boy at The Back of the Class by Onjali Rauf

Year 6: Happy Here (Transition Text)



July

- Wed 01.07.26** Reception Assembly for parents - Time TBC
- Fri 03.07.26** Whole School Transition
- Tues 07.07.26** Reception Starters Information Fair - 1:30pm
- Weds 08.07.26** Year 2 Volks Trip
- Fri 10.07.26** Rocksteady Concert
- Fri 10.07.26** Year 6 Summer Fair
- Fri 10.07.26** Reports issued to Families
- Fri 10.07.26** Mile Oak PTA Summer Celebration
- Mon 13.07.26** Sports Day Reception and Year 1
- Mon 13.07.26** Sports Day - Year 2
- Tues 14.07.26** Sports Day - Year 3 & Year 4
- Tues 14.07.26** Sports Day - Year 5 & Year 6
- Tues 14.07.26** Meet the teacher - Year 1 & Year 2
- Wed 15.07.26** Meet the teacher - Year 5 & Year 6
- Wed 15.07.26** Whole School Transition
- Thurs 16.07.26** Meet the teacher - Year 3 & Year 4
- Thurs 16.07.26** Year 6 Leavers' Disco
- Thurs 16.07.26** Mile Oak Book Swap
- Fri 17.07.26** Reception Starters Story Time - TBC
- Fri 17.07.26** Nursery Teddy Bears Picnic End of Year Celebration
- Mon 20.07.26** Sport Awards Evening
- Tues 21.07.26** Year 6 leavers' assembly - 9:30am
- Wed 22.07.26** Last Day of Term

Term Dates for 2026/2027

- Tues 01.09.26 and Wed 02.09.26** Inset Day
- Thurs 03.09.26 to 23.10.26** Autumn Term 1
- Mon 26.10.26 to Fri 30.10.26** Half Term
- Mon 02.11.26 to 18.12.26** Autumn Term 2
- Mon 21.12.26 to 01.01.27** Winter Break
- Mon 04.01.27 and Tues 05.01.26** Inset Day
- Wed 06.01.27 to 12.02.27** Spring Term 1
- Mon 15.02.27 to 19.02.27** Half Term
- Mon 22.02.27 to Thurs 25.03.27** Spring Term 2
- Fri 26.03.27 to Fri 09.04.27** Spring Break
- Mon 12.04.27** Inset Day
- Tues 13.04.27 to 28.05.27** Summer Term 1
- Mon 31.05.27 to 04.06.27** Half Term
- Mon 07.06.27 to Wed 21.07.27** Spring Term 2



MILE OAK SAFEGUARDING TEAM



Mile Oak Primary School

"THINK BIG"

Safeguarding Team



*Mr Lording,
Headteacher (DSL)*



*Mr Cosgrove,
Deputy Headteacher (DSL)
Designated Teacher for Children
in Care/Previously in Care*



*Mrs Larter,
Family Champion (DSL)*



*Mrs Turner,
Governor for Safeguarding and
Designated Teacher for Children
in Care/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.

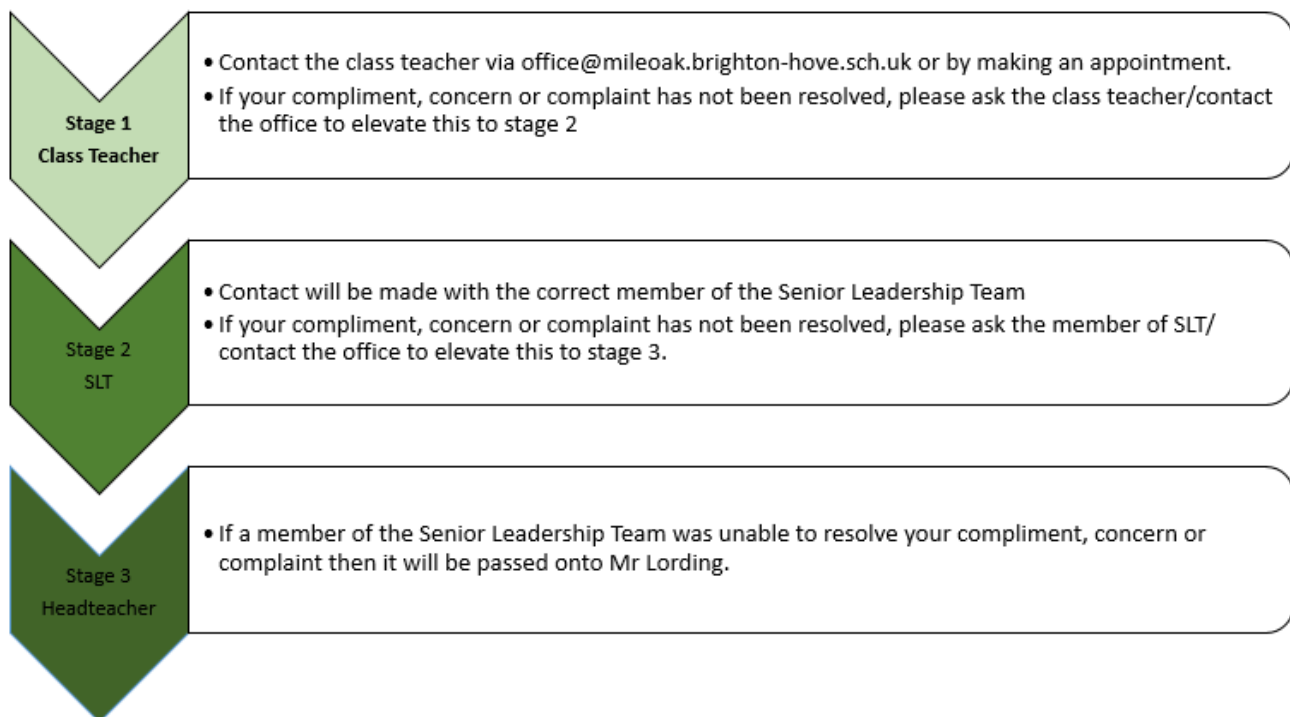
Once initial communication has been made, staff will respond within 2 working days. If a face-to-face meeting is required, the relevant member of staff will make an appointment for a mutually convenient time.

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.



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



01273 077114



office@mileoak.brighton-hove.sch.uk



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