



# MILE OAK NEWSLETTER



FRIDAY 26TH MAY 2023

*Summer 1 Newsletter*



Dear Families,

We have reached our May half term holiday.

It has been an incredible busy 6 weeks since our Easter break. Year 6, who have worked incredible hard completed their Year 6 SATS and Year 2 have done an amazing job at completing their Special Agent Training. Little Oaks nursery has settled wonderfully into the school and staff have worked tirelessly to ensure that it has been a successful transition for the children.

Our children continue to be wonderful ambassadors for the school and we are incredibly proud of the progress they have all made this half term.

We have had wonderful trips to the SeaLife centre, Lewes castle, the British Museum, a local Mandir and the Crime Walk around Brighton.

The arrival of some summer weather has meant the children have been using the wonderful school site across the whole day and the living class is in full bloom!

When we return to school, we will begin our transition events for children across the school to meet their new teacher and classes ready for the next academic year.

Thank you to all staff who work so tirelessly to support all the children and make such a difference to their outcomes.

We hope that all our families have a well-earned and restful half term holiday and we look forward to welcoming all children back to school on Monday 5th June.

*Mr. Lording* 



AMBITION



RESPECT



PRIDE



COURAGE

# GOVERNOR VISIT DAY



Last week, Governors visited the school for the day. It was a very special occasion for us. We really appreciated the welcome we received as we spent the whole day in school, which helped us to see everything from welcoming children in the morning until they left at the end of the day. The whole day visit meant we could observe inspiring lessons, see the wonderful work the children are producing, observe how well the children behave around the school and how every member of the school team contributes to the excellent education and care that Mile Oak is providing for every child.

We were impressed by the respectful but easy relationship staff have with the children, the confidence they have in speaking about their lessons and how supported they feel by every member of staff. It is clearly a whole team approach and it was great to hear how proud everyone is of what is being achieved at the school. We know how hard staff work to make the magic happen, and that when the children leave at the end of the day, there is yet more work to be done before the day is over.

The visit helps to inform our work as governors as we plan ahead for the future of Mile Oak school, and to celebrate and promote what we are achieving.

Rosalind Turner, Chair of Governors  
Jenny Leaver, Chair of Nursery Committee  
Sue Wright, Chair of Teaching and Learning Committee  
Nicola Gonzalez-Swan, Parent Governor



AMBITION



RESPECT



PRIDE



COURAGE



# LITTLE OAKS NURSERY



Our first half-term at Little Oaks has flown by and great fun had by all.

The children have all settled in well and are enjoying exploring the new nursery and spaces around the school. The playground is a popular space for riding bikes together and playing games to develop social interaction and friendships.

We have also been to look at the Living Classroom and look forward to more opportunities to explore the area as well as the school field and Forest School.

Coronation picnic day was a special time for the nursery children. We joined the Reception children to have lunch together and the Reception children sang to us.

The nursery children then had their turn to sing the song they had been learning to celebrate the King's Coronation. We were so proud of them!

We are delighted that the children have settled well and are enjoying their time at Little Oaks.

We are looking forward to lots more exciting opportunities for learning and developing new skills during the next half-term and supporting our leavers with their transition to Reception.



... The Little Oaks Nursery Team

# A MESSAGE FROM YEAR SIX



Year 6 have done an incredible job this term. We are very proud of the maturity they have shown in the build-up to their SATS and during the actual week of SATS. It has been clear that they are relishing the opportunity to be role models and showcasing everything they have learnt this year. Whatever the outcome of their results, we are extremely proud of the resilience and positivity they have shown to achieve their best.

Last week, we thoroughly enjoyed our school trip into Brighton to complete a Murder Mystery Walk, where we learnt about some historic local crimes. The children were fascinated to learn about events that had happened so close to our doorsteps. We also took the opportunity whilst in Brighton to observe some of the commissioned graffiti around town. To build on this, the children will be having a debate about the pros and cons of graffiti.



As well as this, the children have been enjoying learning about the heart, blood and the circulatory system in their science lessons. They were particularly excited to complete a practical lesson where they were able to drink a (not real!) blood smoothie; they learnt about different blood cells, plasma and platelets. We will continue to build upon this by next looking at the importance of a healthy lifestyle.

Since the weather has improved, the children have also loved being able to play some summer sports in their PE lessons including cricket and golf. It looks like we have some budding Ben Stokes and Heather Knights on the cricket field! During our recent 'Jolf' session the Year 6s were tasked with helping out the children in Reception. This was something they did admirably; we were so impressed with how they interacted with and encouraged the younger children. Both the year 6s and receptions enjoyed working with each so much that we will be looking into working together again.

... The Year 6 Team



# A MESSAGE FROM YEAR FIVE



Wow, what a busy Summer Term Year 5 have had so far! All children have continued to 'Think Big' in everything they do and we are so proud of the ambition they have shown this term and throughout the year. We began this half term with our class assembly where we loved celebrating our last term's learning 'Space'. We hope you enjoyed it as much as we did! Within our creativity learning, we have been focussing on the skills needed within painting and the variety of techniques which can be used to create different effects. Our end results were unique Maya murals depicting a scene from 'The Hero Twins' legend. We further developed our skills by painting portraits of King Charles in the Baroque style for our celebration of the King's coronation. As part of our creative learning we have also been lucky enough for Sound Makers to join our classes and teach us how to play the ukulele. Getting our hands in the correct position was tricky at first but we're improving! Our scientific learning has also taken inspiration from the Mayans by making Maya hot chocolate! Our first investigation was to identify which was the best method for making a solution. We then learnt how some processes can be reversed and how we could retrieve our original ingredients through sieving, filtering and finally evaporation. We thought the hot chocolate was delicious! Our learning about the Ancient Maya Civilisation concluded with a trip to the British Museum in London. Here we had an incredibly informative presentation about the Maya civilisation and were able to explore the galleries where we saw artefacts from each of the Ancient civilisations we have learnt about. This was followed by a drive through the city of London where we were able to take in some of the major sites before heading home. Our Year 5s have really matured over the year and we can't wait to have one more half term with them before their final year at Mile Oak begins.

... The Year 5 Team



# A MESSAGE FROM YEAR FOUR



We have had another busy half term in Year 4! We have been learning all about bees and enjoyed sharing our knowledge with you in our year group assembly through persuasive letters, facts, songs, art and poetry.

Thank you to those of you who could make it and supported us in learning our lyrics for homework. We hope you enjoyed it as much as we did!

As well as this, we celebrated the King's coronation with a school picnic and shared our King Charles portraits with other classes. We also took part in a Jolf lesson where we learnt new skills, as well as supporting some of the younger children.

Additionally, we have now all taken part in Bikeability, which has given us more confidence when using the bikes on the track. Finally, earlier in the term we visited the local church where Father David spoke to us about the Easter story.



Next half term, we will continue our topic 'Up Up and Away', which the children have been very enthusiastic about so far.

Thank you for your continued support.

... The Year 4 Team

# A MESSAGE FROM YEAR THREE



Year 3 have begun the Summer Term with excellent attitudes to learning. They really have matured and are building their resilience. Our topic this Summer term is Ancient Egypt. We have enjoyed learning about where in the world Egypt is and the importance of the River Nile. We have plotted on a timeline Ancient Egypt and it's chronological relevance compared with previous History taught. We are learning about how pyramids are built and the treasures held inside.

Our writing this term has included writing newspaper reports about Howard Carter discovering Tutankhamun's tomb and the World Exhibition of the treasures in 1972.

We were lucky enough to go to PACA, Mileoak Library, where the Year 8's helped us with our reading. Lot's of us said we would like to go again and couldn't believe how big it was.



The children went back in time and demonstrated their performing skills during their year group assembly, explaining about Pharaoh's, mummification and hieroglyphs. We were so proud of the unfaltering production. It was hard to believe that they are not experienced thespians.

In RE we have been learning about Hinduism and took a bus trip to the Hindu Mandir in Portslade. We were shown ancient text, decorated places of prayer, heard musical instruments being played and were dazzled by the gold and decorations. The priest explained the different rituals, prayer and gods.



We loved celebrating the coronation of King Charles. We worked hard to include intricate detail in clay, making replica postage stamps.

Our Science this term, has been asking questions about what a plant needs to be healthy. We grew cress seeds and changed one variable. Each pot was restricted in water, soil, air, space, light. We were amazed at the results. We then thought about whether we needed those things to be healthy humans.



Next term, we will continue our topic of Ancient Egypt and will venture on the bus again to visit Brighton Museum. We will learn what happened when Ancient Egyptians died and went to the afterlife, and will also have a go at mummifying an orange and write instructions. Our Guided Reading book is a very exciting book about a cat called Varjakpaw and his adventures as he learns new skills. The Science follows on from last term and is about flowering plants.

... The Year 3 Team

# A MESSAGE FROM YEAR TWO



Year 2 have loved our topic 'Marvellous Medicine'. We have learnt all about Mary Seacole, Edith Cavell and Florence Nightingale and the impact they had on nursing. We created amazing portraits of Mary Seacole, as well as some fantastic ones of King Charles to celebrate the coronation.

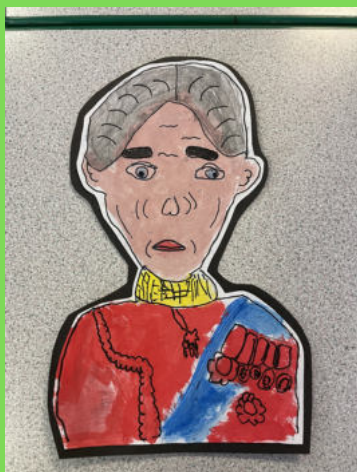
We also had fun learning about how to be healthy and what makes a balanced meal.

We then put this learning to the test and made a healthy packed lunch which was really fun and tasty! The children investigated the impact that exercise has on the body. The teachers are all very proud of how hard the children have worked in their 'Secret Agent Training'. We are excited to announce that they all have completed their training and become secret agents!

For our final half term of Year 2, our topic will be 'Beautiful Brighton'. We will be learning about how seaside holidays have changed and completing some artwork based around Brighton beach. The most exciting thing is, of course, our school trip to the beach! We will then create a map of the route we took on our trip. We can't wait!



... The Year 2 Team





# A MESSAGE FROM YEAR ONE

In our topic 'Paws, Claws and Jaws' we have enjoyed reading, writing and finding out about different animals. Our visit to the Sealife Centre will inform our understanding of habitats and animal groups.



**English** - We have looked closely at report writing, using headings, subheadings and paragraphs to structure our 'Animal Fact' reports. The children are focusing on writing stamina and fluency - writing with greater depth, with handwriting being a key skill. The pre-cursive style across the year group is beautiful! We look forward to reading some of our writing during our assembly next half term!

**Reading** - The fluency in the children's reading is really impressive. In phonics, the children are all progressing, and it really supports their reading of class reading books. In Guided Reading we have enjoyed 'Alan's Big Scary Teeth' and 'MeerKat Mail', using these texts to support our learning of key reading skills, such as prediction - what might happen, inference - why did that happen, comprehension - understanding of what is read, and vocabulary - learning new words and phrases.



**Art and Music** - As part of our 3D learning we are making relief rubbings. We have explored some of the work and life of Max Ernst. We are making rubbings to support our aquarium art - pictures of fish, swimming in collage and relief images! In music we have listened to 'Carnival of the Animals - Aquarium' by the composer Camille Saint-Saëns and talked about the feelings that music can evoke, and the images that sounds can suggest.



In Maths this half term, Year 1 have been busy looking at the composition of numbers between 20 and 100! Lots of children can now count to 100 and beyond and can compare the size of two-digit numbers. In Science, not only have we been investigating signs that Spring is here but we have also been sorting animals in to different animal groups, looking at where they live and what they eat. We have all been very busy in PSHE looking at what makes us, us. We all described our skin colour and took photos of everyone's hand to celebrate the beautiful colours within our class.

**Summer 2 - Go Green!** - Our topic focus will be on plants and seeds. We will explore our rich grounds to identify and sort the many different types of flowers and trees. We shall be using a version of Jack and The Beanstalk to revisit stories and traditional tales, and exploring songs and music to retell this familiar story.



... The Year 1 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.

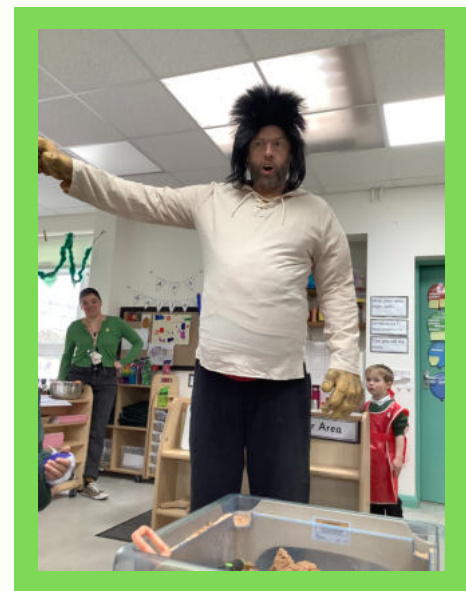
Our first imaginary world was within the traditional story of Jack and the Beanstalk. We had an exciting visit from our very friendly Giant. The children were hooked! Stories, discussion, questions galore about where he had come from, how we could help him, and if we had seen any of his missing golden eggs! He wanted to know if we had found the dragon who made him sneeze and blew out the sun! The fabulous text supporting these adventures was 'There is No Dragon in This Story' by Lou Carter.



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!

We have been using 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.



# A MESSAGE FROM RECEPTION

Alongside this fun we have been regularly exploring the Living Classroom Forest School area looking for signs of spring, growing our own beanstalks and building shelters. We even had a go at making 'dragon's breath' as we tried fire lighting for the first time. We are so excited to see our strawberries are already starting to bear fruits. We can't wait to see how our sunflowers grow.

Our 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.



As you read this we will have culminated a very exciting term with a trip to Lewes Castle. Our excitement around seeing a real life castle is palpable. We can't wait to climb the tall tower and walk in the footsteps of past nobility.

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

# PE UPDATE



This has been an incredibly busy term at Mile Oak for PE and sport. There have been a plethora of different sports and fixtures that our children have experienced and participated in over the course of the term!

Many classes have been able to use our amazing field for their PE lessons due to the better weather and this is something that we would like to continue to do, as much as possible. The summer sports that have taken place include; tennis, invasion games, cricket and rounders. All of the children have really enjoyed experiencing these and cannot wait to see what sports are waiting for them in Summer 2.

Some of our Year 3 and 4 children have attended a hockey festival, where they had the chance to represent our school. The children had not played much hockey before but they all applied themselves magnificently and represented the school in an extremely positive way. There were many different activities linked to a range of hockey skills and there was a mini-tournament at the end, which Mile Oak excelled in and were unbeaten!!! There are many fixtures approaching for the rest of the summer term such as a tri-golf tournament, rugby festival, rackets festival and the Withead athletics event.



The JOLF day was also a really good opportunity for all of our children to experience playing golf, many for the first time. It was a very engaging day and all of the children who participated really enjoyed learning some new skills. Well done to all of the children who won a golden ball for their hard work and resilience!

As always, thank you so much for your continued support. We look forward to seeing you at our Sports Day events next half term.

... Mr McCusker and Mr Crellin

# ART UPDATE



This term, art has continued to make an impact on the children. I have looked at books and spoken to the children about their feelings towards art and how much they enjoy their art lessons. One of the school governors has also been in to visit us and found out about all the wonderful things the children are doing. They were very impressed with how our children spoke about what they have learned in art; from what media they use through to naming famous artists, and how much they enjoy being creative.

A huge congratulations to the winners and runner ups of the Coronation art competition: winners received a £10 Hobbycraft voucher and the runner ups have received a £5 Hobbycraft voucher.

This term we had a wonderful time marching through the streets of Brighton showing off our skyline, seagulls and chips in the Children's Parade.

Shaun the Sheep has begun his tour around the school, spreading the word about raising funds for Martlets. We have asked the children and their families to suggest ways in which each child in the school can leave their mark on him. Once we have this idea underway, we will decorate him accordingly. When he looks the part, there will be a competition to give him a new name. Also, keep an eye out for other fundraising events next term, which will help us to fund our little sheep!

Next term we will be designing and making King Charles III's mural out of plastic bottle tops, of which we need many more of. They can be any type of bottle top, in fact smaller ones will be thankfully received - red, white and blue only please!

... Miss Witts



# HISTORY UPDATE



The children have continued to be enthusiastic about their History learning as the year has progressed. Although black history month is in October, at Mile Oak, black history is embedded into our history curriculum throughout the year, and across our whole curriculum.

As part of Year 2's topic of 'helping heroes' this term, they have enjoyed studying Mary Seacole (who was famous for her nursing work during the Crimean war). They have produced some excellent portraits of her during their Art sessions, and have learnt about her significance and contribution to the medical profession.

Learning about local history is part of the national curriculum. At Mile Oak, we have strong links with a local historian and we love finding out about the past, with specific reference to Portslade. Do you know about the ruins of Portslade Old Manor house, which is tucked away behind St Nicolas' Church?

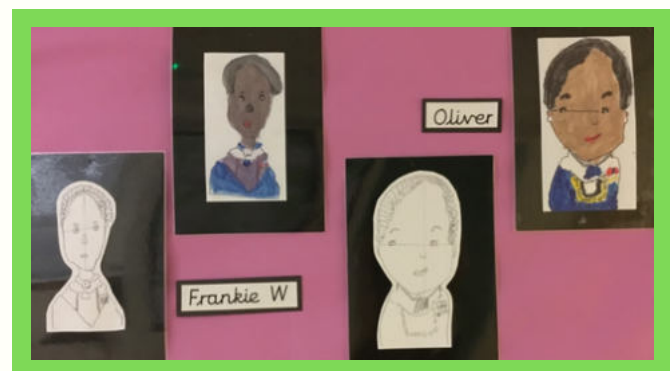
It is a grade II listed building dating back to the 12th century, and belonged to the lord of the manor. Find out more by visiting this website: [Portslade History Trail. 1000 years of history in a one mile walk.](#)

You may recall receiving flyers about our local area, Portslade. The flyers promoted a 'What's on in Portslade'? website ([Portslade education. Classes, talks and qualifications \(myportslade.com\)](#)) and details of free community activities. These include children's activities at Easthill Park café and history walks and talks. General community information can also be found on the website.

Of course, we've most recently had the King's coronation to celebrate and learn from too. This is the first time we have experienced a coronation in our lifetime so the children have been excited about being part of this historical event!

Did you do anything at home or in your community to mark the occasion? Please send any photos to the office – we would love to see how you celebrated!

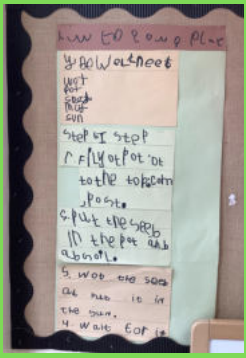
... Miss Murray



# WRITING UPDATE

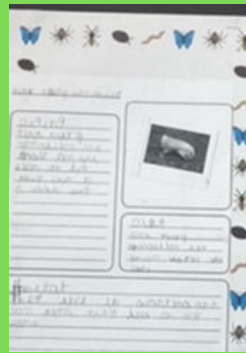
## Reception

In Reception we have been collaborative writers. We planted some seeds and then, together, we wrote a series of instructions for someone else to follow. We used our writing toolkit to remind us of all the skills a confident writer includes in their work. We are very proud of our writing!



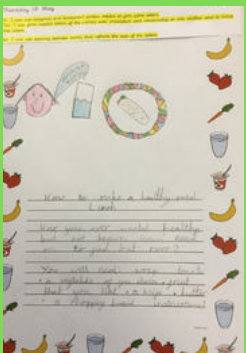
## Year 1

Year 1 have been writing their own non-chronological reports. Starlings have been writing all about the Pink Fairy Armadillo. Well done to Jessica, Alexia and Eric – their reports made it on to the Writing Wall Of Fame!



## Year 2

Year 2, really enjoyed learning about food groups this week in DT. They used this knowledge to help them plan and make a healthy packed lunch. They also wrote some instructions to help others make a healthy packed lunch and published them.



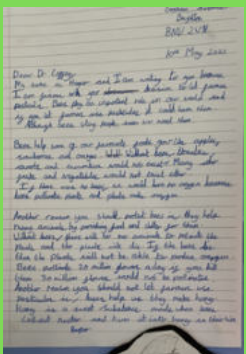
## Year 3

In Year 3, we have been learning about the discovery of Tutankhamun's hidden tomb by Howard Carter and Lord Carnarvon. The genre of writing that we have focused on is newspaper reports and we have written about the world tour of the artefacts excavated and their visit to London. The children have really enjoyed writing about this topic.



## Year 4

Year 4, have written powerful letters persuading the ministers in parliament to ban the use of harmful pesticides in farming, so as to save our bees. Well done Year 4! We look forward to hearing what the reply will be!



## Year 5




Year 5, are really enjoying our class reader 'The Explorer' by Katherine Rundell. It is taking us right into the depths of where the Ancient Maya people used to live. We will be using this text to support our writing of biographies where we are rehearsing our use of subordination, parenthesis and formal language. Our final piece of writing will be a biography based on the mysterious character 'The Explorer'.



## Year 6

Year 6, have written detailed biographies. After much research and interest, they have outlined Anne Frank's life from birth, through the up rise of Adolf Hitler's Nazi party, her life in hiding and then to her capture. This unit of writing has sparked much discussion about injustice, fear and intolerance.

# RELIGIOUS EDUCATION

## Summer 1 Religious festival calendar

June			
26 <sup>th</sup> June	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 <sup>th</sup> June	Yaum-Arafah	Muslim 	Muslims who are on Hajj spend the day in prayer on Mount Arafat to commemorate the end of the revelation of the Qur'an to the Prophet. Those not on Hajj are also expected to pray and too fast.
28 <sup>th</sup> June	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.

July			
6th July	Eid-UI-Ghadir  (The Festival of The Pool)	Muslim 	This is a festival observed by Shi'a Muslims, for whom it is an extremely important day. It commemorates an event shortly before the death of the Prophet and his announcement concerning Ali, which they understand to be his clear appointment to be successor to the prophet as the spiritual and temporal leader of Islam.
18th July	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).



# 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](http://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 DiCamillo

Year 5: The Explorer by Katherine Rundell

Year 6: Happy Here (Transition Text)



## June

**Mon 05.06.23** First day of Term

**Mon 05.06.23** Year 2 Assembly - 2:30pm

**Tues 06.06.23** Reception New Starters 2023/2024 Storytime

**Tues 06.06.23** Year 3 - Beech Class visit Brighton Museum

**Tues 06.06.23** Year 3&4 Rackets Festival (Pre-agreed places only)

**Wed 07.06.23** Reception Pollinators Session

**Thurs 08.06.23** Year 3 - Cherry Class visit Brighton Museum

**Mon 12.06.23** TTR Competition week begins

**Mon 12.06.23** Reception - Ladybird Class visit Mile Oak Farm

**Tues 13.06.23** FOMO Big Top Circus!

**Wed 14.06.23** Year 6 Blacklands Farm Residential and Activity Week

**Wed 14.06.23** Reception - Dragonfly Class visit Mile Oak Farm

**Thurs 15.06.23** Year 6 Blacklands Farm Residential and Activity Week

**Thurs 15.06.23** Year 2 - Robin Class visit Brighton Pavilion and Volks Railways

**Fri 16.06.23** Year 6 Blacklands Farm Residential and Activity Week

**Fri 16.06.23** September 2023/2024 Class List issued to Families

**Mon 19.06.23** Year 1 Assembly 2:30pm

**Tues 20.06.23** Year 2 - Wren Class visit Brighton Pavilion and Volks Railways

**Wed 21.06.23** Year 5 Downs Walk

**Thurs 22.06.23** Reception - RNLI Visit

**Thurs 22.06.23** Whole School Transition

**Fri 23.06.23** Mile Oak Big Read

**Mon 26.06.23** Whole School Transition

# July

**Mon 03.07.23** Reception Assembly

**Tues 04.07.23** Reception 2023/2024 New Starters Information Fair

**Fri 07.07.23** Whole School Transition

**Mon 10.07.23** Reception visit the i360

**Tues 11.07.23** Sports Day - Reception & Year 1 - 9:00am - 10:15am

**Tues 11.07.23** Sports Day - Year 2 - 1:30pm-3:00pm

**Tues 11.07.23** Year 5 Printing Workshop

**Wed 12.07.23** Sports Day - Years 3 & 4 - 9:00am - 10:15am

**Wed 12.07.23** Sports Day - Years 5 & 6 - 1:30pm-3:00pm

**Wed 12.07.23** Reception 2023/2024 New Starters Storytime

**Fri 14.07.23** Rocksteady Concert

**Fri 14.07.23** School Reports issued to Families

**Fri 14.07.23** FOMO Summer Fair

**Mon 17.07.23** Reception 2023/2024 New Starters Storytime

**Tues 18.07.23** Whole School Transition

**Tues 18.07.23** Meet the Teachers

**Thurs 20.07.23** Year 6 Leavers Assembly 9:30am

**Thurs 20.07.23** Mile Oak Book Swap

**Fri 21.07.23** Last Day of Term!

# MILE OAK SAFEGUARDING TEAM



*Mile Oak Primary School*

*"THINK BIG"*

*Safeguarding Team*



*Mr Lording,  
Headteacher (DSL)*



*Ms Wilks,  
Assistant Headteacher  
(DDSL)*



*Mrs Larter,  
Family Champion (DDSL)*



*Mrs Foster,  
Learning Mentor*

*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](mailto: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.

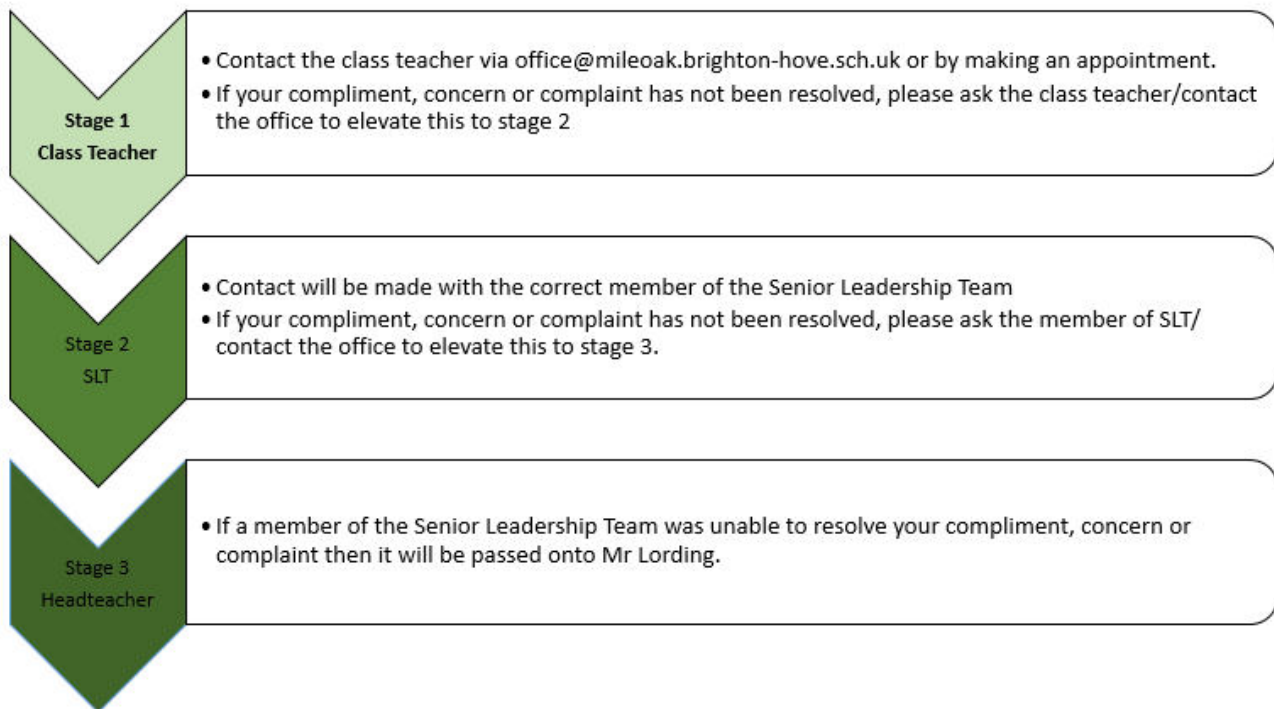
Once initial communication has been made, staff will respond within 2 working days. If a face-to-face meeting is required, the relevant member of staff will make an appointment for a mutually convenient time.

The Admin team are very happy to take calls, emails or even messages in the postbox outside 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.



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