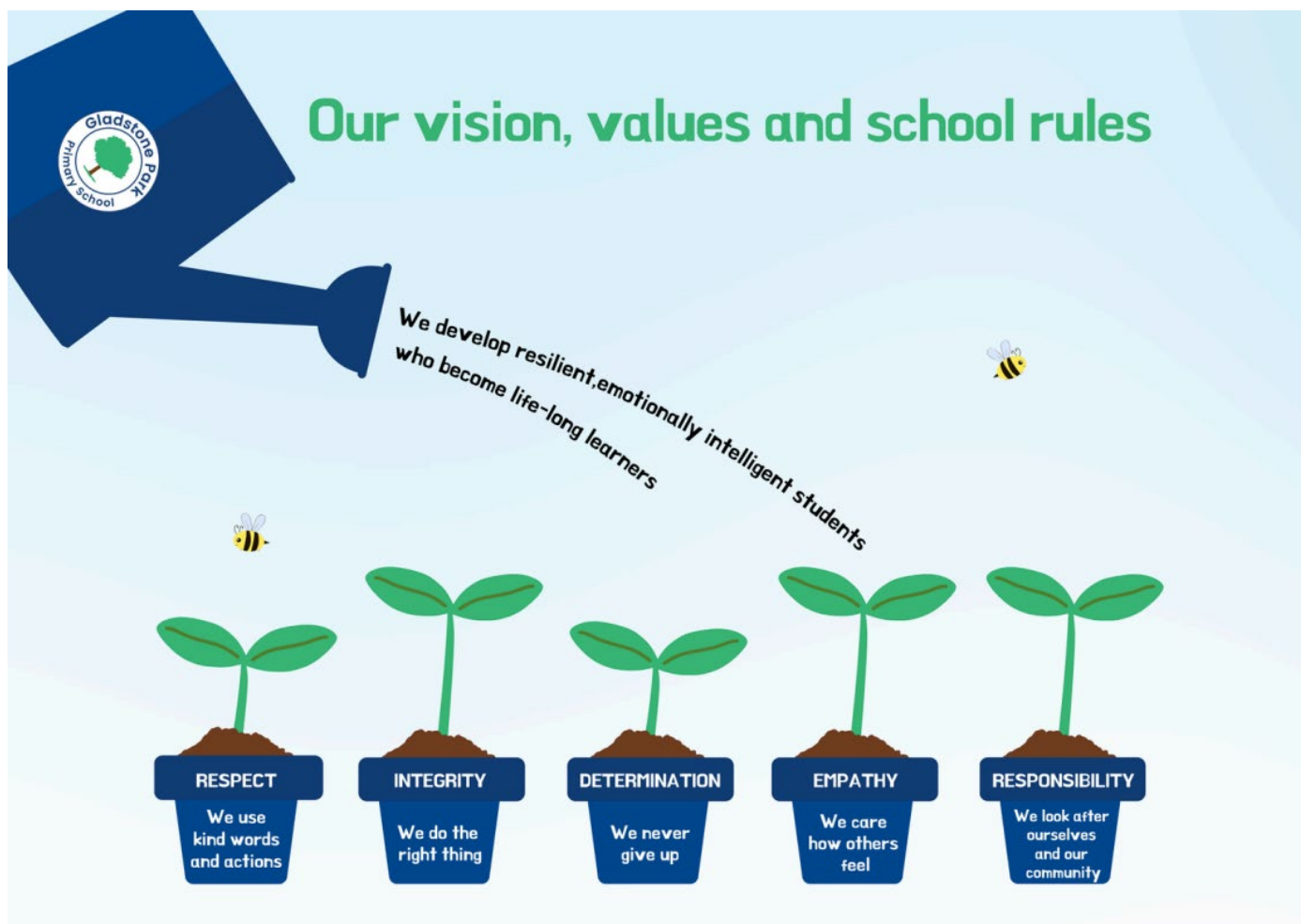




Parent Handbook 2026-2027





Dear families,

Firstly, welcome to our wonderful school! We are extremely proud of Gladstone Park and every student and member of staff here.

Our vision is to **develop resilient, emotionally intelligent students who become life-long learners.**

We work together to achieve our vision through our **Gladstone 'RIDER' values of respect, integrity, determination, empathy and responsibility.**

Our school rules are incorporated into our values:

Value	Rule
Respect	We use kind words and actions.
Integrity	We do the right thing.
Determination	We never give up.
Empathy	We look after each other.
Responsibility	We look after ourselves and our community.

This booklet is a basic guide to life in our school. However, there will be things it does not cover; please do ask your child's class teacher, our fabulous academic services team or any member of the leadership team if there are any other questions you have.

We are looking forward to working with you as we strive towards achieving this vision.

Kind regards,

Azra Hussain & Laura Green

Head of School & Executive Headteacher

School Details

- Address: Sherrick Green Road, Dollis Hill, London NW10 1LB
- Phone: 0208 452 1350
- Email: admin@gladpark.anthemtrust.uk
- Ages: Nursery to Year 6 (3–11 years)
- Member of Anthem Schools Trust
- School day starts at 8:40
- School day ends at 15:15



Staffing 2026-2027

Senior Leadership Team			
	Executive Headteacher Head of School Deputy Headteacher Deputy Headteacher Assistant Headteacher Assistant Headteacher		Laura Green Azra Hussain Rohan Dhillon-Freeman Monique Ring Uilani Marcis-Burog (Mat leave until Easter 2027) Paul Maddock
Early Years Foundation Stage			
Nursery	Class Teacher Teaching Assistants		Lauren Russell Ushra Akram
	EYFS Phase Lead		Marcela Skoupilova
Reception	Moon Class Teacher Star Class Teacher Teaching Assistants		Haleema Khan-Awais Jamila Inabi Vanessa Lombardo Taiba Zaman Shazia Hassan
Key Stage One			
	Year 1	Class Teacher Class Teacher Class Teacher Teaching Assistants	Sylvia Youssef Valerie Valderrama Amira Jamadar Villy Savova (PM) Julie Francis (AM) Samia Ahmed
		Y1/Y2 Phase Lead	Monique Ring
	Year 2	Class Teacher Class Teacher Class Teacher Teaching Assistants	Holly Turner Nadia Aoudjet Bree McKernan June Wingate Raziya Mohamed Kehinde (Kenny) Adebisi
Key Stage Two			
	Year 3	Class Teacher Class Teacher Class Teacher Teaching Assistant	Jun Wen Peiyao Yu Ashley Allison Mahbobeh Shadmani



			Marika Bolognini Deyonte Cummins
		Y3/Y4 Phase Lead	Paul Maddock
	Year 4	Class Teacher Class Teacher Class Teacher Teaching Assistant	Romila Rashid Cheryl French Simi Begum Yvonne Smith
	Year 5	Class Teacher Class Teacher Class Teacher Teaching Assistant	Khilna Shah Claire Cusack Lucy Trickett Priscilla Vianna Muller
		Y5/Y6 Phase Leader	Rohan Dhillon-Freeman
	Year 6	Class Teacher Class Teacher Student teacher Class Teacher Teaching Assistant	Antonia Enahoro Isabella Leeker Tashaii Palmer Surina Singh Max Bowden Sophie Hachem
	Education Team		
	PPA	Teachers	Emily Bryan Hajer El-Mouden
	SEND	SENDCo SENDCo Assistant	Marcela Skoupilova Sonia Rea
	Welfare	Welfare Officers	Viktoria Driscoll-Mooney
	Academic Services Team		
		Office Manager Facilities Manager Attendance and Admissions Officer Aministration Assistant Resources Assistant Caretaker Cleaning Team	Julia Zammit Frankie Gibbard Mariam Ayyaz Onofria Chiparo Carol Reeman Harry Mignott Laura Cambriani Toyah Daley Paula Gayle Manjula Halai Manushaqe Mata



Lunchtime Team			
		Catering Manager LTA Supervisor Lunchtime Assistants	Marlene Chamberlin Bina Hirani Laura Cambriani Naila Kazmi Sumera Shahzadi Monika Vuksani

Staffing Names

All students in Years 1 – 6 address staff by their last names. EYFS Staff are addressed by their first names. However, this is not obligatory.

We believe that all staff are of equal value and children should address support staff in the same manner as teaching staff.

School Uniform and PE Kit

We encourage all children to have pride in their appearance. All children are expected to wear full school uniform every day and every child must come dressed in PE clothing on their PE Day.

Any child not wearing uniform must be challenged and enquiries followed up by parents and a message sent to parents via My Child at School. Where needed, the school will provide appropriate uniform, including plimsolls.

Children should not wear hats (except for religious reasons) or sunglasses in the classroom. Jewellery is not allowed except for stud earrings.



Clothing	Colour	
Sweatshirt/Cardigan	Royal Blue	
Polo shirt	Pale Blue	
Trousers/ Skirts	Black/grey	
Tights/ Socks	Black/grey	
Closed toe shoes (trainers can be worn but must be all black).	Black – there must not be any coloured detailing or sole. The shoe must be completely black.	
Hijabs/religious wear	Black/white	
*Leggings are not permitted * If thermals or undershirts are worn, they should be white or black *jewellery is not permitted apart from a pair of small studs *Nail polish, temporary tattoos are not permitted *Dyed hair is not permitted *Smartwatches are not permitted		

Expectations for students' uniform

PE Uniform

Clothing	Colour	
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T-shirt	Yellow/Pale blue polo-shirt	
Tracksuit bottoms/ Shorts	Plain black	
Trainers	Black	
Socks	Black	
Staff on duty at the gate will challenge incorrect uniform at the gate. Teachers to also challenge students in incorrect uniform. No jewellery to be worn except stud earrings and plain watches. All hair should be tied back.		

Every child must come dressed in PE clothing on their PE Day.

PE Day	Monday	Tuesday	Wednesday	Thursday	Friday
Year Group	Year 2	Year 4	Year 3	Year 6	Year 5
		Reception Nursery	Year 1		

Please see below link for Uniform Provider

<https://www.aceclothing.co.uk/school-uniform/gladstone-park-primary-school>

<https://gladstoneparkprimary.ovw9.devwebsite.co.uk/attachments/download.asp?file=191&type=pdf>

Attendance

At Gladstone Park, excellent attendance and punctuality are essential for every child's learning, progress, and wellbeing. Being in school every day and on time helps children develop strong routines, build lasting friendships, and access the full curriculum. Even short absences can have a significant impact on a child's learning journey.



If your child is unable to attend school due to illness or another reason, please contact the school office before 08:30 am on the day of absence, explaining the reason.

Absences can be reported on via the My Child at School app (send your message to Gladstone Park) or you can leave a message on the school absence line 0208 452 1350. Press 1 and please leave your child's name, class and the reason for absence.

Where appropriate, we may request medical evidence. If your child has a medical appointment, we ask that you provide confirmation of the appointment in advance and, where possible, arrange it outside of school hours to minimise disruption to their learning.

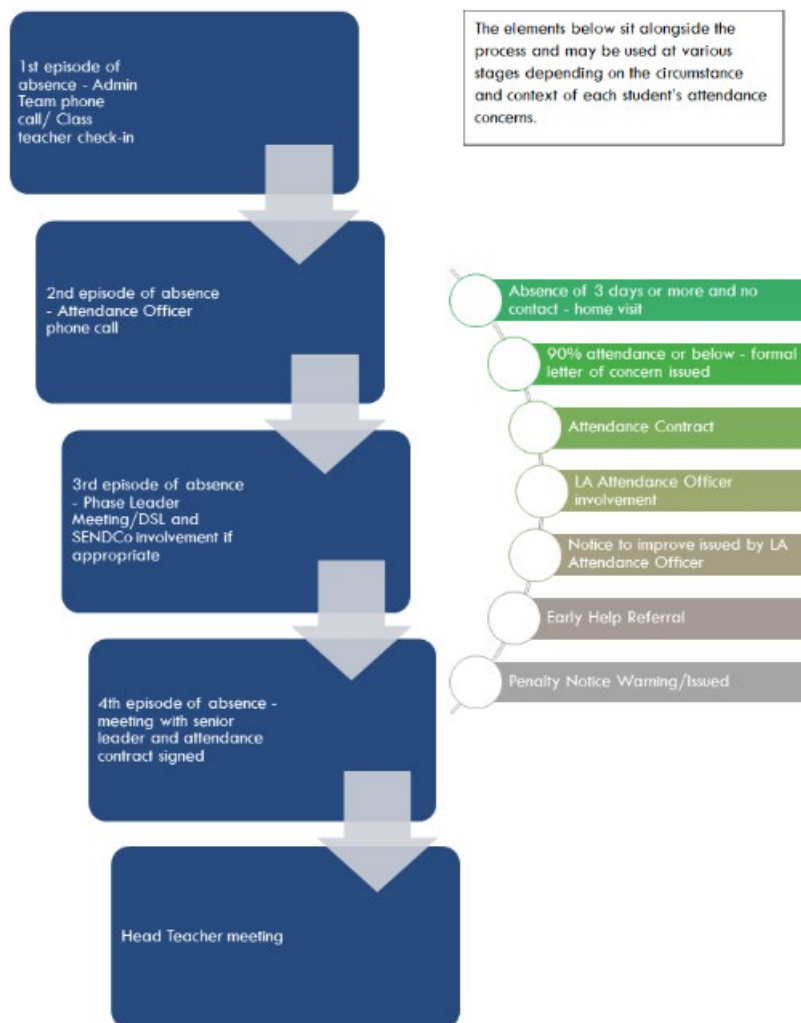
Absence Escalation Process

We closely monitor attendance to ensure every child receives the education they deserve. When a pupil is absent, the process begins with a member of the office team contacting home after the first episode. If absence continues, the attendance officer will follow up, and further episodes may lead to formal letters, phone calls from the progress leader, and where necessary, parental contracts. Prolonged absence without contact may result in home visits or referrals to social care or the Education Welfare Officer (EWO), which could include a penalty notice or a notice to improve.

Serious or ongoing attendance concerns may also require meetings with senior leaders, including the Headteacher or Trust lead. We are committed to working with families to provide support where needed and to ensure the best outcomes for all pupils.



Gladstone Park Attendance Process



Registers

Registers are *legal documents* and are an essential tool for monitoring a child's attendance through school. Pupils are expected to arrive at school by **8:40am**. Children arriving between **8:40am and 8:45am** will be marked as **late and must come through the main entrance**, and those arriving **after 8:45am** will receive an **unauthorised absence** for the morning session unless a valid reason is provided. Regular lateness can impact learning and will be followed up in line with our attendance procedures.

Leave during term-time

Permission for children to take leave during school time will not be granted, unless under exceptional circumstances (which must be approved by the Headteacher). If you need to take your child abroad, please fill out a holiday request form available from the academic services team.

Sam Sharan is our Attendance Officer.

The Attendance Officer will follow up on attendance issues with a letter to parents/carers. The impact of lateness and persistent lateness will be communicated by teachers and staff to families so that the significant amount of learning they miss each day can be conveyed. The office will also follow up on persistent lateness with the Education Welfare Officer (EWO).

School Lunches

All primary school children in London are entitled to a free school lunch. Children can only change from packed lunches to hot meals or vice versa by arrangement with the school office.

Packed Lunches

Each class has a trolley in an allocated area where the children put their packed lunch at the start of the school day, or they are kept in the classrooms (dependent on which class they are in). Packed lunches are collected from their allocated places.

Term Dates

Term dates are available on website and MCAS app on Announcements Tab.



<https://www.gladpark.anthemtrust.uk/page/?title=Term+Dates+and+School+Times&pid=70>

Communication

Communication with parents takes place via MCAS app (My Child at School) and over email and is mostly coordinated by the office team. They ensure that they keep you up to date with key events and information through these methods also.

Any requests to speak to staff should be sent to admin@gladpark.anthemtrust.uk.

We value strong, positive relationships with our families and believe that respectful communication is key to effective partnership. We ask that all communication with school staff—whether by phone, email, or in person—is conducted calmly and respectfully. In return, our staff are committed to listening and responding professionally and compassionately. Together, we can work in the best interest of every child.



Learning Platforms

We use one learning platform for mathematics: Times Table Rockstars (and Numbots). Your child's login will be shared with you by the class teacher at beginning of the year. See login link below:

<https://play.ttrockstars.com/auth/school/student/58569>

Educational Visits

All Trips are uploaded on MCAS app on Trips tab whether free or paid to give consent for your child attend.

Clubs

Breakfast Club is £1.50 and free for our Pupil Premium students. Booking is made via MCAS app at least 24 hours before.

After School Sports clubs are available on a termly basis and payment is made via MCAS app on the clubs tab. Clubs are £35 and £17.50 for Pupil Premium per Term.

Please see MCAS for clubs available for each term.

Gladstone Park also have an after-school club on site which is run by an outside provider called **Children Making a Change (CMAC)**.

CMAC is registered with Ofsted and provides childcare for children from 4 years to 12 years, 15:15- 17:45 weekdays based in the school hall. Children and staff alike engage in fun activities that are child centred in a safe environment and insured as required.

For more information, please call **07904 117 459** or **07417377533** email

info@childrenmakingachange.co.uk, or visit the CMAC website: <https://childrenmakingachange.co.uk/>



Instrument lessons

We offer keyboard & guitar lessons during school hours for Year 3-6 carried out by Brent Music Services. Please email admin@gladpark.anthemtrust.uk should your child wish to join, and payment assigned via MCAS app.

The School Day

Expectations for students when moving around the building

- Students move around the building in silence. They walk in single file, with hands behind back or by their sides so that they avoid touching each other, themselves or the walls
- Talking is reduced to a minimum by all staff and between staff (non-verbal prompts/Makaton to be used only)
- EYFS & KS1 - one child holds the door for the whole class. KS2 – children pass the door to each other.
- All students use Makaton sign for thank you.
- All classes are escorted into the playground by an adult at play and lunch (line them up in the playground, use 1, 2, 3 to walk pupils off – good opportunity to reinforce key messages and direct to key places in playground).
- All staff monitor students' behaviour in the corridors and whilst escorting a line. When escorting students in line, stop at various points to ensure behaviour expectations are being followed and be in the middle of the line
- All classes should have a line order.

Expectations for students' use of water bottles

- Reusable water bottles are allowed, but must only contain plain water, no juices or flavoured waters.
- They should be stored in one location in a box or holder in the classroom.
- Drinking should ideally only take place at the start or end of a session. No drinking is permitted while others (adults or children) are speaking to the whole class. Water should be taken when interruption to learning is minimised.
- Exceptions should only be made where a medical need is known, or at teacher discretion, or in extremely hot weather.
- EYFS – water bottles have designated place with clear dual coding

Expectations for students at the end of the day

- Gates are opened at 15:15.
- KS2 classes line up in their class positions at 15:13.
- EYFS, KS1 & downstairs YR 5 class are dismissed from the classroom.
- EYFS use the password system to dismiss students.
- Dismissal for other year groups are as follows:
 - YR 4 & 6 – KS2 playground (where they line up after lunch)
 - YR 5 – line up in KS1 playground by downstairs YR 5 classroom
 - YR 3 – line up in KS2 playground by Cullingworth Gate



- Students remain in their lines and teachers dismiss students by saying their name. Students to remain in line, raise hand to signal to inform they can see parent.
- Gates close at 15:25 and any students who have not been collected are taken to the main office by an adult.
- Students who attend a club remain in line until all students are dismissed and then walked to the club by the teacher.
- Teachers hand over late students to office staff by identifying their name and class.
- Student names are recorded by the office staff and parents are called.
- Students wait in the YR2 corridor, supervised by the office team. (EYFS students to wait in the office)

Dismissal Arrangements

EYFS – Year 2 and one Year 5 class: children are dismissed from their external classroom doors.

Years 3 - 6: teachers escort students to the playground and dismiss students individually, monitoring who they are leaving with. (If in Years 5 & 6, students may go home alone if families have signed home alone permission forms and permission has been granted by the Phase Lead). See below for 'Expectations at the end of the day'.

Presentation Expectations for students

- Worksheets are purposeful and only stuck in books if required (eg. Drawing lines on a clock for time)
- Pages are folded in two to utilise space effectively
- If worksheets are used, they are stuck on the left half a page with space on the right for children to show working and provide answer
- One digit per square box (reinforce with modelling on grid on IWB)
- Work is completed in pencil only
- Mistakes are crossed out with a single neat line (no rubbers)
- Rulers are used for all straight lines – including number lines, shapes, tables etc
- Children should ensure layout of working and responses is neat (no excessive gaps)

Reading at Home Expectations

Reading is one of the most powerful ways to support your child's learning and development. We encourage all parents and carers to read regularly with their children and to foster a love of books at home. Children should also be given opportunities to read independently, choosing books that interest them and challenge their thinking.

Nursery & Reception



In Nursery, pupils will take home a book from the class library to share with their family. Please read this book with your child throughout the week.

In Reception, pupils will bring home a reading book that is carefully matched to their current phonics level once a week.

Years 1 and 2

In Key Stage 1, pupils will bring home a reading book that is carefully matched to their current phonics level twice a week. Please read this book together and encourage your child to write a short comment in their reading diary after you have read the book. Reading books and reading diaries should be brought into school on Mondays and Thursdays to be swapped.

In addition, your child will be assigned a weekly reading book on The Collins Hub, our online reading platform. This book is also matched to their phonics level and offers a great way to enjoy reading digitally at home.

Years 3 - 6

In Key Stage 2, pupils have the opportunity to choose a reading book from the library and their classroom. They are expected to complete 15-20 minutes of reading each day. They are then expected to write a summary of what they read in their reading diaries. Their reading books and diaries should be brought in to school every day.

The act of reading each day can significantly improve vocabulary, comprehension, and confidence across all areas of learning. It also strengthens their ability to focus, imagine, and communicate effectively—skills that benefit them throughout life.

Maths Homework

We use a range of engaging online platforms to support children's maths learning at home. These tools are designed to help pupils build fluency, confidence and enjoyment in maths through interactive activities tailored to their learning stage.

Please see below for a breakdown of online platforms and their expectations:

Numbots (Reception – Year 2)

NumBots is designed to help younger children develop strong number sense, focusing on number bonds, addition and subtraction. It builds mental maths confidence through structured progression in a game-based format.

- Best used little and often – 5–10 minutes, 3–4 times per week
- Encourages independent practice with automatic progression through levels
- Ideal for building fluency and confidence in early number work

Times Table Rockstars

TTRS supports children in developing rapid recall of multiplication and division facts through fun, timed games. This is particularly important in preparation for the Year 4 multiplication check.

- Short, regular practice is most effective – aim for 5–10 minutes, 4–5 times per week
- Use 'Garage' and 'Soundcheck' modes to track and improve speed and accuracy
- Celebrate progress and personal bests to keep children motivated



All children are provided with individual login details. If you experience any difficulties accessing these platforms, or if login details are misplaced, please contact your child's class teacher.

Additional homework may be provided to children at their teacher's discretion.

Children Feeling Unwell

Pupils who feel unwell should be sent to the Welfare Assistant in the medical room situated in the Reception class area with an adult.

Injuries to Children

Some injuries require emergency first aid at the scene of the accident, in these circumstances send for the Welfare Assistant. Details will need to be entered in the accident book/onto Bromcom.

Medication in school

If children require medication to be administered during school day, parents are to bring medication to main office to fill in administer of medication from which can be accessed in school office.

All head injuries, no matter how small, should be referred to the Welfare Assistant. *If in doubt, always seek advice.* <https://gladstoneparkprimary.ovw9.devwebsite.co.uk/attachments/download.asp?file=349&type=pdf>

Behaviour

We use a relational approach to support children's behaviour and wellbeing. This means we focus on building positive, trusting relationships between staff and pupils as the foundation for learning, emotional development, and behaviour.

We understand that behaviour is a form of communication, and when children struggle, they often need connection, understanding, and guidance rather than just consequences.

Through our relational approach, we do the following:

- Prioritise connection before correction.
- Take time to understand what's behind a child's behaviour.
- Use restorative conversations to help children reflect, repair relationships, and learn from experiences.
- Provide clear boundaries, structure, and consistency in a calm and respectful way.
- Support children to regulate their emotions, make positive choices, and feel safe.

This approach helps all children feel valued, respected, and understood—creating a school environment where they can **thrive** socially, emotionally, and academically.

Please read **our behaviour policy** for more details on the relational approach as well as our school sanctions:

[Behaviour and Ethos Policy 2025-2026.docx](#)

<https://gladstoneparkprimary.ovw9.devwebsite.co.uk/attachments/download.asp?file=325&type=pdf>



Anti-Bullying Policy :

<https://www.anthemtrust.uk/attachments/download.asp?file=1758&type=pdf>

At Gladstone Park, we reward positive behaviour and effort using Class Dojo.

Please note, the school **does not** use Class Dojo for parent communications.

We have Place2be and Place2talk operating in school.

Reminder of the school values and the rules they represent should be used when correcting a child's behaviour and during restorative conversations.

Escorting Children and Supervision

Children must be escorted to the playground at break and lunchtime by an adult. This includes walking them down the path and into the playground.

At the end of the day, teachers escort their class down to the playground and supervise them leaving through the gates. They should remain in the playground until all their class has left the premises. Children are also be escorted to any after-school clubs and should not be left unaccompanied.

Children are not allowed to enter the building during breaktimes unless they are using the toilet, or special arrangements have been made. If you need to have children inside at break or lunchtime, then they should be collected from the playground and escorted. As a rule, children should not be left unsupervised inside the building.

Libraries

It is everybody's responsibility to ensure they contribute towards the upkeep of the libraries. We expect all staff and students to ensure that the library is left very tidy with books or items on display arranged in a tidy manner. Students must be taught to respect the library and ensure they help keep it tidy. If a child loses or damages a book, there is a letter which will be sent via MCAS (the school's communication system) from the main office which includes details of the £5 fine which will be payable via My Child at School

Special Educational Needs

Please refer to the Inclusion and Special Education Needs Policy.

<https://www.gladpark.anthemtrust.uk/attachments/download.asp?file=442&type=pdf>

Mobile Phones - Pupils

Children are **not** allowed to bring mobile phones to school. Mobile Phones brought into school will be confiscated and handed to a member of the SLT who will arrange for the parents to collect them at an appropriate time, which may be the end of the week or half term.

Confidentiality and GDPR

Please see Data Protection policy

<https://www.anthemtrust.uk/attachments/download.asp?file=1862&type=pdf>



All staff and families should be mindful of the need for confidentiality at school and out and about.

Child Protection

Please refer to the school's child protection and safeguarding policy found on the school website

<https://gladstoneparkprimary.ovw9.devwebsite.co.uk/attachments/download.asp?file=344&type=pdf>

If you have any concerns about a child—no matter how small—please don't hesitate to speak with a member of the safeguarding team. Safeguarding takes priority over everything else.

Complaints

Please refer to the school's complaints policy found on the school website

<https://www.anthemtrust.uk/attachments/download.asp?file=1783&type=pdf>

Admission to secondary schools

Secondary School Admissions are live from 1st September 2025 through the Brent website.

<https://www.brent.gov.uk/education-schools-and-learning/school-admissions/apply-for-a-secondary-school-place#planandprepare>

The deadline for Secondary School Applications is 31st October 2026.

How to get involved with our school and community?

The Gladstone Park Primary School PSA (Parents Staff Association) exists to support the school.

Run by volunteers and governed by a group of trustees, the PSA seeks to enhance the school experience for all members of the community.

This support includes funding additional activities, building a sense of community, and hosting regular extra-curricular events and activities for everyone to enjoy.

Parents and carers - we want your support and input please! There are lots of ways you can get involved.

Sign up to the PSA WhatsApp group (send an email to the address below for link) to find out about what's going on, contribute your ideas and get involved with volunteering.

gladstoneprimary.psa@gmail.com

Key Dates 2026-2027



Tuesday 1st September 2026 – INSET Day

Wednesday 2nd September 2026 – First Day of 2026/2027 Autumn Term 1 8:30am gates open 8:40am gates close start except for Reception Children 9:00am-11.30am staggered

start

9-11th September 2026 Year 5-6 PGL Residential Trip

Tuesday 13th October 2026 Individual photos

Wednesday 14th and Thursday 15th October 2026 Parents Evening 1

Monday 2nd November 2026 First Day of 2026/2027 Autumn Term 2

Week commencing 16th –20th November 2026 Anti Bullying Week

Monday 16th November 2026 Odd Socks Day

Week commencing 30th November 2026 Assessment Week

Monday 4th January 2027 INSET DAY

Tuesday 5th January 2027– First day of 2026/2027 Spring Term 1

Wednesday 10th & Thursday 11th February 2027 Parents Evening 2

Friday 5th February 2027 Chinese New Year Day

Monday 22nd February 2027 First day of 2026/2027 Spring Term 2

Thursday 4^h March 2027 World Book Day

Week commencing 8th March 2027 Assessment Week

Wednesday 17th March 2027 St Patricks Day

Friday 19th March 2027 Red Nose Day

Monday 12th April 2027 First Day of Summer Term 2

Week commencing 10th May 2027 Year 6 SATs Week

Thursday 20th May 2027 Class photos

Monday 7th June 2027 First day of 2026/2027 Summer Term 2

Tuesday 29th June 2027 EYFS Sports Day in School and Y1-2 in Gladstone Park

Wednesday 30th June 2027 Y3-4 Sports Day in Gladstone Park

Thursday 1st July 2027 Y5-6 Sports Day in Gladstone Park

Friday 2nd July 2027 Nursery Sports Day

Week commencing 14th June 2027 Phonics Screening Week

Thursday 17th June 2027 Leavers Photos

Week commencing 28th June 2027 Assessment Week

Friday 25th June 2027 Dream Big Day



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Thursday 8th July 2026- Parent evening 3 Optional

