

# LYON PARK PRIMARY SCHOOL

Vincent Road, Wembley, HA0 4HH

TEL: 020 8902 5454

EMAIL: [admin@lyonpark.brent.sch.uk](mailto:admin@lyonpark.brent.sch.uk)

WEB: [www.lyonparkprimaryschool.co.uk](http://www.lyonparkprimaryschool.co.uk)



6<sup>th</sup> September 2019

Dear Parent/Carer,

I would like to take this opportunity to introduce myself as the Headteacher of Lyon Park Primary School; a position I am very excited to be embracing. It has been a pleasure getting to know all of our families over the 2 years that I have worked at the school since starting here as Deputy Headteacher and I look forward to welcoming our new families. Mr Fenton will still be working at the school as Executive Headteacher overseeing both Lyon Park Primary School and Wembley Primary School.

Having worked in Brent over the 2 years, I have seen the many struggles our families face; I have also seen the many successes our area has produced through positive changes in attitudes and integrations into our diverse community. Our vision is for Lyon Park Primary to be at the heart of the community. From my experience of being a Deputy Headteacher for 5 years, I know that a successful and happy school depends on all of us working together. I am looking forward to building on the positive changes and successes the school has seen and work closely with all stakeholders so that the changes we make in this new chapter are supported by the whole school community, in order to ensure that life chances for all our children are further developed.

I would like to welcome back all of our new and existing staff members, who are looking forward to ensuring our children go from strength to strength. I hope that you have had a lovely summer break, and for those of you who were celebrating, a very special Eid.

## School Uniform

It has been lovely to welcome back the children and see them all looking very smart in their uniforms. Please ensure that all children attend school with the correct school uniform and with BLACK footwear. Jewellery should not be worn as this can be a health and safety risk. Studs may be worn in school but earrings that dangle, etc should be left at home.

## PE

Please see below for your child's allocated PE day; it is important that all children come to school appropriately dressed in the correct school PE kit.

Tuesday - Year 1 & Year 3

Wednesday - Reception & Year 4

Thursday - Year 2 & Year 5

Friday - Year 6

The school PE kit is the allocated House Coloured t-shirt (red, green, yellow or purple), blue/back jogger pants and black pumps or trainers. As the children will be spending some PE sessions outside, children will need to wear their school sweatshirt to ensure they are warm.

Throughout the year, Year 4 children will be attending swimming sessions; letters will be provided to each class for further information about this.

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## **School Timings**

Please see below for the timings of the school day:

### **Nursery**

8:45 - 11:45 Morning session

12:45 - 3:45 Afternoon session

### **Reception**

8:40 - 11:30 Morning session

11:30 - 12:30 Lunch

12:30 - 3:10 Afternoon session

### **Year 1 & 2**

8:40 - 8:50 Soft start

8:50 - 10:40 Morning session

10:40 - 10:55 Morning playtime

10:55 - 12:00 Morning session

12:00 - 1:00 Lunchtime

1:00 - 3:15 Afternoon session

### **Year 3, 4, 5 & 6**

8:40 - 8:50 Soft start

8:50 - 10:50 Morning session

10:50 - 11:05 Morning playtime

11:05 - 12:30 Morning session

12:30 - 1:30 Lunchtime

1:30 - 3:20 Afternoon session

## **Communication**

There will be a monthly newsletter sent out to parents/carers to ensure that you are made aware of all of the wonderful work our children have been doing and also any reminders about key dates. We will be starting our Chit Chat mornings at the end of this month; thank you to those of you who were able to attend last year and provided us with lots of

## **Safeguarding**

At Lyon Park Primary School, we are committed to safeguarding and promoting the welfare of all children and adults. Please ensure that you do not follow your child into the school building at the start or end of the day, unless accompanied by a staff member. If you do need to speak to the class teacher, please arrange an appointment or leave a message with the school office.

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## Senior Leadership Team

Please see below for the photograph and name of the Senior Leaders in school. If you have any queries or concerns in relation to your child, please could you liaise with the classroom teacher in the first instance, who will be available at the end of the school day. If you wish to speak to a Senior Leader about your child, please contact the relevant Assistant Headteacher via the school office. Myself and Mrs Pacquette are happy to meet with yourselves if you wish to discuss any other matters; please speak to the school office to book an appointment.



Mrs Bhambra  
(Headteacher)



Mrs Pacquette  
(Deputy Headteacher)



Ms Gallagher  
(Assistant Headteacher)  
Nursery & Reception



Miss Colgan  
(Assistant Headteacher)  
Years 1 & 2



Mrs Lachani  
(Assistant Headteacher)  
Years 3 & 4



Mr Moran  
(Assistant Headteacher)  
Years 5 & 6

## Behaviour

At Lyon Park Primary School, we are committed to ensuring that all children display exemplary forms of behaviour towards others. Behaviour at the school is good with lots of children displaying the correct choices but there are instances when the wrong choices are made. Attached to this letter is an overview of how unacceptable behaviour will be dealt with in school. Please take some time to discuss this with your child so that they are aware of consequences of such behaviour. If you would like any further clarification, please see a member of staff.

## Assemblies

Celebration Assemblies for all children will be held on Fridays; please look out for certificates that your child may bring home for being a 'Star of the Week' or demonstrating our 'Values of the Month'. Throughout the year, we will also be holding our termly Attendance Assemblies and parents/carers will be invited to Class Assemblies; we look forward to seeing you all to join in with our celebrations.

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## Pupil Information

Thank you to those of you who have already provided us with updated information regarding changes to home addresses, mobile numbers, etc. If your details have changed, please let the office staff know. You will be provided with a sheet of information about your child to check at the Meet the Teachers meetings in a couple of weeks

## SENDCO



As you are all aware, we have a new Special Educational Needs and Disabilities Coordinator, who has started this September. Mrs Mistry will be working closely with many of our families to look at how best to support our children, who have special educational needs. She has already been meeting lots of you out in the playground at the start and end of the school day. If you have any queries in relation to the provision for your child, please book an appointment with Mrs Mistry via the school office.

## School Council Launch

Over the next 2 weeks, we will be on the search for our new School Council, to continue the fabulous work that they contributed towards last year. This will be a representative from each of our classes from Years 1 to 6; they will have the opportunity to meet with Miss Colgan every month to help make decisions about the school in relation to learning, clubs, fundraising and much more. Please encourage your child to apply for this position. Our polling day in which all of our children will participate in voting for their favourite candidate will take place on Wednesday 18<sup>th</sup> September. The results will be announced on Friday 20<sup>th</sup> September.

Finally, I would like to thank you all for bringing your children into school; they have made a great start to the year. I would like to wish all of our fabulous children all the best for the year ahead and feel sure that they will continue to flourish into confident individuals with high aspirations, making themselves and us very proud.

Thank you.

Yours sincerely

Mrs Bhambra  
(Headteacher)