



St. Stephen's School  
and Children's Centre  
*Learning for Life*

## Headteacher's Newsletter

Issue 1

11th September 2023

Dear Parents and Carers,

Welcome to a new academic year at St Stephen's! As the headteacher, it is my pleasure to extend a warm welcome to both returning families and newcomers to our school community. At St Stephen's, we strive to foster a culture of respect, kindness, and enthusiasm, ensuring that every child feels valued and supported throughout their educational journey. With a strong focus on holistic development, we aim to nurture the intellectual, emotional, and social well-being of each child.

Your support and involvement in your child's education are crucial. We encourage open communication between home and school and your active participation in learning is greatly appreciated. Attending meetings, events and engaging with teachers fosters a strong partnership.

Our dedicated staff will deliver a well-rounded curriculum tailored to each child's needs. We have planned engaging learning experiences to ignite curiosity and foster a love for learning. Our goal is to inspire our students to become lifelong learners and responsible citizens.

I express my gratitude to our exceptional team of teachers and support staff, whose dedication contributes to our school community's success. They work tirelessly to provide a safe and nurturing environment for your children.

Just a friendly reminder that our school day now begins at 8:30am, 15 minutes earlier than before. We kindly ask you to adjust your morning routines accordingly to ensure your child arrives on time. Please familiarise yourself with the school calendar, outlining important dates, events, and holidays.

Thank you for choosing St Stephen's for your child's education. This will be a year of growth, learning, and achievement for every member of our school community. Together, let us create a nurturing environment where our children can thrive.

If you have any questions or concerns, please feel free to contact me or the leadership team. We are here to ensure a successful and fulfilling academic year for your child.

Wishing you a fantastic start to the new academic year!

Ms Neena Lall OBE  
(Headteacher)



## MESSAGE FROM THE CHAIR OF GOVERNORS

I am delighted to welcome all our pupils to a new academic year. Hope you have had a wonderful summer break and are looking forward to a fun filled year of learning. I also welcome the new pupils and their parents who will start their journey in our school.

On behalf of the Board of Governors, I would like to briefly introduce you to the work the Governing Board undertakes to ensure that your child(ren) receive an education unique to their needs. As governors, we work alongside the whole school community of staff, pupils and parents and aim to provide a happy, caring environment where all the pupils feel valued and safe.

The children in our school achieve high standards across the curriculum. We are justifiably very proud of them and would like to thank our efficient staff and leadership team who support pupils with their academic needs and overall wellness. We always appreciate and thank our parents who encourage and support their children so admirably. During the early years of primary education, academic, personal, social and creative skills are nurtured and developed. In an excellent school, such as ours, parents take a great interest in their child's learning and development.

I would like to take this opportunity to wish Fozia well in her career and on behalf of the Governing Body, thank her for her sterling work at St Stephen's over the past 17 years.

St Stephen's school continues its open-door policy. The head teacher, leadership team and staff are always happy to support parents and pupils. Please participate in the parent consultations throughout the year to support your child and the school. I wish all our pupils and their parents a happy and successful journey with St Stephen's.

Mr Shashankar Jana- Chair of Governors

## FOZIA RAMZAN -FEDERATED DEPUTY HEAD TEACHER

Fozia has decided to embark on a new chapter in her career, leading her to submit her resignation.

Fozia's departure marks the conclusion of an era within our beloved St. Stephen's community. Her unwavering dedication and remarkable contributions have left an indelible mark on our institution. As we bid her farewell, we will remember Fozia as a valued, effective and instrumental leader who has significantly shaped the very essence of our school. It has been an absolute privilege to have had Fozia as my Deputy Head.

On behalf of the children, staff, community and Governors of St. Stephen's, I wish to extend our heartfelt thanks for the tremendous contribution, positive impact and unwavering support that Fozia has provided over the years.

I personally, will miss Fozia's excellence, expertise and experience and I believe many of you will share this sentiment. However, it is also a time for us to celebrate her courage in embracing fresh challenges and opportunities in her career.

As we move forward, let us extend our best wishes for her future endeavours. Her legacy here at St. Stephen's will undoubtedly continue to inspire us all.

### THE GOVERNING BODY

I am pleased to inform you of our current Governing body.

	Name & Positions	Governor Type
1.	Mrs Nasima Noorani	Parent Governor
2.	Mr Mohsin Patel	Parent Governor
3.	Vacancy	Authority Governor
4.	Mr Shashankar Jana	Chair of Governors/Co-opted Governor
5.	Mr Asif Siddique	Vice Chair of Governors/Co-opted Governor
6.	Dr Elizabeth Goodyear	Co-opted Governor
7.	Mr Andrew Whitehead	Co-opted Governor
8.	Ms Joanne Fleming	Staff Governor
9.	Ms Neena Lall OBE	Head teacher Governor

### STAFFING

#### Federated Staff:

- We are sad to say goodbye to Fozia Ramzan, our federated Deputy Head Teacher. We wish her the best of luck as she moves forward with her career. We would like to thank her for the commitment that has provided to the children and families of St. Stephen's federation.

#### Primary Staff:

- We welcome Maria Kalafati, Annie Wood, Patrick McKoen, Laureta Doci and Nana Obeng as permanent Early Career Teachers.
- We welcome Phoebe Walton and Cody Chant as trainee teachers.
- We also welcome Jodie Bassett, Semron Gazi, Sharmin Begum and Kamilya Kucherova to our staff team.

#### Nursery and Children's Centre Staff:

- We welcome Sanna Iqbal and Ritu Jassal as Nursery Nurses

### PUPIL OF THE YEAR AWARDS 2022-23

Reception- Asikur Jamal Ayan  
Year 1- Reanna Arora  
Year 2- Mustafa Miah  
Year 3- Karam Matharu  
Year 4- Fatima Aqeel  
Year 5- Maryam Saleem  
Year 6- Nirmani Patel

I would like to take this opportunity to congratulate the children for all their hard work, efforts and achievements and thank all parents for their support for the school and their children.

### ATTENDANCE AND PUNCTUALITY

At the start of a new academic year, setting clear routines and expectations is important from the very first day. It is with this in mind that we must ensure that **all pupils come to school everyday**. **Any appointments should be made for Friday afternoons.**

Daily attendance is the most important factor in ensuring all children have the best possible start in education so please send your children in every day. If we feel they are too unwell to be in school, we will let you know and send them home.

The Primary School times are:

Start	Monday - Thursday Hometime	Friday Hometime
Gates open from 8.15am 8.30am-lessons begin	3.15pm	12:45pm

The Nursery School times are:

**Morning** 8.45am -11.45am  
**Afternoon** 12.30pm-3.30pm

The children who have a 30 hour place will attend 8.45am -3.30pm

## HOMWORK

Collaboration between school and home life is essential to the progress and development of your child. At St. Stephen's Primary School, we believe that homework plays an important part in this. Not only does it reinforce your child's learning, but it also fosters their sense of responsibility and supports academic excellence.

Weekly homework tasks are displayed on the school website every Friday for children, from Reception to Year 6. Homework includes a writing and drawing task, as well as Spellings, Reading, Mathematics and Speaking and Listening activities. Please note that only the writing and drawing task should be recorded within your child's homework book.

Examples of the expected standard of homework for each year group can be found on our school website.

Homework needs to be completed and brought to school every Monday morning. Please check your child has completed their homework to the expected standard each week. Please also sign the weekly spelling and arithmetic/ times table tests at the back of the homework book to show that you have seen their weekly test results.

## WE CARE

The table below explains WE CARE, our core values. It is important to us that we all know, understand and use the WE CARE values, especially when addressing pupil behaviour.

Rights	Definition	Class Charter
<b>W</b> ell-being	To be safe, happy and healthy	Bespoke charters are created by each class with their teacher at the beginning of the school year. These are designed to enable all members of the school community to have their 'WE CARE' rights at St. Stephen's. These will be on the school website soon.
<b>E</b> xpression	To share our views and listen to others.	
<b>C</b> ourtesy	To be polite and use our manners at all times.	
<b>A</b> cceptance	To understand and appreciate each other, no matter who or where we come from.	
<b>R</b> espect	To treat others, ourselves and our environment with kindness.	
<b>E</b> xcellence	To aspire and achieve our potential and beyond.	

We have also created our own bespoke WE CARE Assembly Poem to echo our WE CARE values even further. Please do ask your child to recite this- we have our own St. Stephen's way of chanting this. Our aim by the end of the year is to know this from memory.

### WE CARE Assembly Poem

**W**ELLBEING of mind, body and soul  
**E**XPRESSION to reach our goal,

**C**COURTEOUS is kind  
**A**CEPTANCE in mind,

**R**ESPECT is our core  
**E**XCELLENCE- and more,

WE CARE for you  
each other too  
WE CARE

### **BRILLIANT CLUB**

Last term, some of our Year 5 pupils completed another successful project in collaboration with King's College London as part of the 'Brilliant Club' programme. Working alongside an outstanding PhD tutor, pupils engaged in a Science topic all about the heart and the biological systems within the human body. Throughout the project, children learnt invaluable skills such as analysing information; note taking during lectures and self directed study. The final assessment was an essay all about the function of the heart.

The children all successfully completed their assignments and we were invited to King's College London for the Graduation Ceremony. It was a very exciting day, where they were given a tour of the College and an insight into life beyond school and the opportunities University has to offer.

We would like to say well done to all children who took part in this challenging and rewarding project. We are looking forward to working with the 'Brilliant Club' programme again this year.

### **CHILDREN'S CENTRE**

The Children's Centre team has been working throughout the summer to ensure local vulnerable families have been supported. In addition to providing family stay and play sessions, football and fitness classes, staff were available to give advice and support relating to a number of issues including housing, claiming benefits and supporting children at home.

As part of the children's centre offer for the autumn we will be running a number of sessions just for fathers and male carer's. This 'Dad's Group' will be focussing on how important it is for dads to be involved in their children's education and care. There will be activities and strategies to help the dads in our community develop their communication and caring skills. The session will be fun and interactive. Please ask at the front desk if you would like more information about this group.

Just a reminder that there is now no need to book to attend our 'Family Stay and Play' sessions. These informal sessions provide an opportunity for your younger children to develop early social and language skills so that they are ready for Nursery when they turn 3 years old. Please come along and make some new friends.

The new Activity Calendar is available at Children's Centre Reception with information regarding new courses and sessions that are available for the Autumn Term. Please contact a member of the Children's Centre Team if you need help and support with any of the above issues.



Marie Foley: 07904 663 072  
Meral Sami: 07494 067 676  
Wendy Campbell: 07946708 602

#### **MAINTAINED NURSERY SPACES**

The Nursery is now allocating places for September 2023. We have spaces for two year olds and three year olds in September.

If you have a two year old and want to check if you are eligible for a nursery place you need to go onto the Newham website and complete the eligibility form  
<https://families.newham.gov.uk/kb5/newham/directory/advice.page>

If you are eligible please print off your ticket and bring it to the Nursery and your child's name will be added to the waiting list. If you have any questions or need any help please contact the Two Year Old Manager Nadia Hussain - 07940563064

If your child is 3 years old please come to the Nursery and ask for an admission form at the front office. Your child's name will then be added to the waiting list.

We also have some fee paying places in the Yellow Room. Please ask at the front office for more information.

#### **PRIMARY SCHOOL INFORMATION UPDATE**

The school is required to keep up to date records and signed consent forms as per UK GDPR guidelines. The following information update sheet will be given to your child in the next few days. Please would you ensure this is completed, signed and dated and returned to school by Friday 22nd September 2023. The Personal information update form also includes, the UK GDPR protection agreement and the local visits consent authorisation.

If any of your personal information changes during the year e.g. mobile phone number, please inform the school offices immediately.

#### **SAFEGUARDING**

##### **Safeguarding Team 2023**

The Primary Safeguarding Team Leader is Jenna Chapman  
The Primary Designated Safeguarding Leads are Jennifer Ward and Georgia Dawson  
The Primary in-school safeguarding and online safety lead is Chetan Patel

The Nursery Safeguarding Team Leader is Janet Patterson  
The Nursery and Children's Centre DSL is Marie Foley

Please come and see one of us, or any member of the leadership team, if you have a safeguarding concern or if you need any support during these challenging times.

#### **CONTACT US**

St Stephen's Schools and Children's Centre, Whitfield Road, London E6 1AS

Head Teacher: Ms Neena Lall OBE

[neena.lall@st-stephens.newham.sch.uk](mailto:neena.lall@st-stephens.newham.sch.uk)

**Primary School**

Tel: 020 8472 7575



Email: [info@st-stephens.newham.sch.uk](mailto:info@st-stephens.newham.sch.uk)  
Website: [www.st-stephens-primary.org.uk](http://www.st-stephens-primary.org.uk)

**Nursery School**

Tel 020 8586 0147

Email: [childrenscentre@st-stephens.newham.sch.uk](mailto:childrenscentre@st-stephens.newham.sch.uk)  
Website: [www.st-stephens-nurserychildrenscentre.org.uk](http://www.st-stephens-nurserychildrenscentre.org.uk)

Federated School Business Manager

Mr Mark Little

[mark.little@st-stephens.newham.sch.uk](mailto:mark.little@st-stephens.newham.sch.uk)

Nursery Deputy Head Teacher

Ms Janet Patterson [janet.patterson@st-stephens.newham.sch.uk](mailto:janet.patterson@st-stephens.newham.sch.uk)

Primary Deputy Head Teacher

Mrs Jenna Chapman [jenna.chapman@st-stephens.newham.sch.uk](mailto:jenna.chapman@st-stephens.newham.sch.uk)

Primary Deputy Head Teacher

Ms Georgia Dawson [georgia.dawson@st-stephens.newham.sch.uk](mailto:georgia.dawson@st-stephens.newham.sch.uk)

This newsletter is also available on the school website.

**AUTUMN TERM DATES 2023**

**SEPTEMBER**

Monday 11th September	Nursery open to children
Tuesday 19th September	Year 6 Parent Meeting: SATs and Secondary School (2:45pm)
Wednesday 20th September	Year 4 Parent Meeting: Swimming (2:45pm)
Wednesday 27th September	Reception Parent Workshop and HeadTeacher Q&A (9am)

**OCTOBER**

Monday 2nd October - Friday 13th October	Year 4 Swimming - 2 week block
Monday 2nd October	Macmillan Cake Sale 8.15am - 9.15am
Tuesday 3rd October	Year 1 Parent Workshop: Phonics
Tuesday 10th October	Nursery and Reception Parent Consultation Day Nursery and Reception classes <b>CLOSED</b> for pupils
Tuesday 10th October	Parents Evening No.1 (4pm - 7pm)
Thursday 12th October	Parents Evening No.2 (4pm - 7pm)
Wednesday 18th October	Year 1 Phonics Parent Workshop
Thursday 19th October	Year 1 Parent's Assembly (9am)
Friday 20th October	Career's Day
Friday 20th October	Half Term holiday - School closes at 12.45pm Yellow Room closes at 6pm Children's Centre will remain open throughout half term

Monday 30th October - Yellow Room restarts at 8:00am

Monday 6th November - Primary School restarts at 8:30am

Nursery School 8.45am/12.30pm

I will inform you of any additional dates and events that may be set during the term.

**SCHOOL TERM/HOLIDAY DATES 2023-2024**



## **AUTUMN TERM 2023**

First day of term	Monday 4th September
Half term	Monday 23rd October to Friday 3rd November
Last day of term	Friday 22nd December 12.45pm finish

## **SPRING TERM 2024**

First day of term	Monday 8th January
Half term	Monday 12th February to Friday 16 <sup>th</sup> February
Last day of term	Thursday 28th March 12.45pm finish

## **SUMMER TERM 2024**

First day of term	Monday 15th April
May Day	Monday 6th May
Half term	Monday 27th May to Friday 31st May
Last day of term	Tuesday 23rd July 12.45pm finish