



# Normanhurst School

68-74 Station Road, North Chingford  
London E4 7BA

Tel: 020 8529 4307  
Fax: 020 8524 7737

## HEADMISTRESS

MRS CLAIRE OSBORN MSc., B.A. (HONS), PGCE

E-mail: [info@normanhurstschool.co.uk](mailto:info@normanhurstschool.co.uk)  
Website: [www.normanhurstschool.co.uk](http://www.normanhurstschool.co.uk)

June 2020

### Headmistress's Letter

Dear Parents

I know you have been receiving many letters over the past three months, but I have not written to you with a Headmistress's update letter so far this term and there is some school wide news that I would like to share with you. I have missed seeing you all since the lockdown began and it is with relief and happiness that we have been able to open the school once again, in line with advice, to some pupils over the last few weeks.

As you know, this is my final half-term as Headmistress. Had we been able to have our usual Speech Day and Prize Giving this year, you would have heard me say what a joy and privilege it has been to lead Normanhurst School. I have a deep and abiding love for this school and as I pass on the headship to Mrs Job in September, I am very much looking forward to continuing to work with the school staff, pupils and parents in my role as an Oak-Tree Principal. I have been incredibly proud of our school community throughout my time at the school, and at no point more so than through this pandemic. The character that defines us in school has remained strong despite our distance.

This final half term of the school year is very different from normal. Our special school events cannot take place, and we all regret this. In a normal year we would have enjoyed a number of music concerts, school trips, work experience and careers day, House trips, Sports Day, the NSPA summer barbecue and of course our wonderful Early Years Celebration, Speech Day and Prize Giving. Whilst these events are not possible, we do want to celebrate all the pupils have achieved and become this year: what amazing children and young people they are.

### Prefect Interviews

I am delighted that we have received a very good number of applications for prefect positions this year for Year 11 prefects and also for Y6 junior prefects. The interviews will take place in school before the end of term, or over Zoom for any pupils who are not in school.

We would usually announce the new prefect team at Speech Day. As we are unable to hold the event this year due to the pandemic, we will announce the new prefect team and present the badges and prefect ties when we return in September.

### Information about Year 11 Leavers

**Year 11 Leavers' Assembly:** I met with Hawi and William, the outgoing Head Girl and Head Boy, last week to discuss arrangements for a virtual leavers' assembly this year. They have worked on some lovely ideas for how to say goodbye to pupils and staff and this will happen for the seniors on Friday afternoon in a series of special Zoom assemblies which they have prepared with the leadership team.

We are sad that our leavers this year have not been able to celebrate in the ways we would usually do: their leavers' dinner and prom could not go ahead, but we will celebrate with them instead on the presentation evening in October when they collect their GCSE certificates.

**Year 11 Book Return Monday 22 June and Tuesday 23 June:** Text books or library books issued to Year 11 pupils need to be returned on one of these days. Please can pupils bring their text books in a labelled carrier bag to the back gates between 9.00 and 10.00am, or between 1.45 and 2.45pm, where Mr Clair and I will collect them.

**Year 11 Results Day Thursday 20 August:** We will be inviting Year 11 to come into school to collect their exam results on Thursday 20 August from 8.30am-10.00am. Mr Christou, the Exams Officer and the leadership team will be in school to hand out the results and offer advice on the day. Any Year 11 pupils who will not be able to attend in person must let the school office know by Thursday 9 July, so that we can make arrangements for your results to be sent out.

### **End of Year School Reports**

Despite the lockdown and school closure, we would like to provide an end-of-year report to pupils. This will inevitably look different from the usual detailed report because the pupils will have been learning at home for most of the term, and senior pupils in Years 7 – 9 are still not allowed to return to school for lessons.

We took the decision to cancel the end-of-year examinations in June because pupils were working at home and implementing exam procedures would have been impossible in this context. Therefore, there will be no summative assessment results in the reports this year for juniors or seniors. Comments will be more general in nature and will summarise the work done; likewise, targets will be simplified.

We plan to have some baseline assessment in September for all classes to enable us to identify priorities for each pupil for the next academic year and to enable us to build successfully on the learning that has taken place at home, and latterly at school for some pupils, through the pandemic.

### **Year 7, 8 and 9 Meeting Time in School**

There has been some updated guidance released by the government this week which relates to secondary pupils:

*We are not asking secondary schools with capacity to invite further year groups to return this term. We know that secondary schools are keen to invite pupils in other year groups in for a face-to-face meeting before the end of this term, where it would be beneficial. As long as this happens in line with this and wider protective measures guidance, and guidance on the numbers of pupils permitted on-site at any one time, we would encourage this where possible. This time can be used to check-in on pupils, and ensure they are supported before a return to school from September.*

Therefore, in line with the government's updated guidance, we are now able to offer a small group face-to-face time in school for Year 7-9 pupils with their form tutor or a member of the Leadership Team. This will be pastoral and academic review meeting lasting for two hours and will take place in the week beginning Monday 29 June. Parents will receive a letter early next week with the precise arrangements.

### **Staff News for September**

At the end of this term we are saying goodbye to four members of staff: Miss Barnard takes up her first headship from September at Coopersale Hall after spending six years at Normanhurst as Head of Juniors and this year as Head of School. We wish her the very best in her new role. We have appointed Ms Nadia Low Ten Que to the role of Head of Juniors from September 2020.

Ms Low Ten Que has spent over ten years working in education, with a variety of responsibilities, having previously been a dance and performing arts teacher. She is currently acting Deputy Head teacher working across two schools in the CHAT academies, with responsibility for Teaching and Learning, as well as the Maths, ICT and RE curricula. She is also a fully trained Designated Safeguarding Lead.

When she joins us in September she will be one of the Year 4 class teachers and junior Maths Coordinator, as well as being a member of the Senior Leadership Team.

Miss Andrea Greenin joined Normanhurst as a newly qualified teacher five years ago. We are very grateful for all she has given to the school in that time teaching both Year 1 and Reception classes. She moves to a school in Hampstead nearer her home in September. Mrs Allen is moving from Year 2 to Reception from September and is very excited to join the Early Years team.

Mr George Coates has been at Normanhurst for two years having joined us initially to cover Mrs Kazim's maternity leave. We are very grateful for his work with juniors and seniors teaching Drama and English. Mr Coates is both a writer and a teacher, and he is moving to teach part-time in Southend-on-Sea from September. Mrs Kazim will return to teaching all of the Drama from September.

Miss Tinisha Smith re-joined Normanhurst part way through this year to teach Year 4 during Mrs Beeson's maternity leave. She now moves to a permanent job at Coopersale Hall from September. Mrs Beeson is enjoying being at home with Noah and she has decided she will not be returning to teaching at the moment.

We are delighted to welcome Miss Rosemarie Sainsbury to the junior team from September. She will be the Year 2 teacher next year. Miss Sainsbury is currently a Year 2 teacher at the Drapers' Maylands School in Harold Hill.

Some current members of staff take on new responsibilities from September: Miss Collings becomes the junior Science Coordinator and Miss Prebble becomes the humanities Coordinator.

### **Junior 'Moving Up Day' Wednesday 24 June or Thursday 25 June**

We are unable to hold our Moving Up Day in the usual way this year as social distancing arrangements are in place in school. However, there will be 'Zoom Moving Up Day' events on Wednesday or Thursday whereby the children can meet their class teachers for next year and spend some time together with them. We will also invite the new children joining the school in September to join those special Zoom sessions.

I will be writing to parents next week to share the details of who the class teacher and teaching assistant will be and where the classroom will be from September.

Parents will receive a welcome letter from the new class teacher, as we would usually do. We will also provide an early opportunity for parents to meet the new class teacher in September when we return to school.

### **Year 7 Induction Day**

We are unable to hold our usual Year 7 Induction Day this year. This had also been planned for Wednesday 24 June. We will be having a remote induction day experience this year on the same day. Mrs Job and the form tutors for Year 7 will meet the pupils in a Zoom meeting, with some fun activities to do. Parents will also receive an 'summer challenge' for the pupils to complete, which is a fun way to prepare for the transition to the seniors. Parents of current Year 6 pupils and new Year 7 joiners will receive a Year 7 Welcome Pack by Friday 26 June.

We hope these virtual experiences will enable our new seniors to feel excited for September. We are very much looking forward to this new group of pupils joining the seniors.

### **Summer Holiday Clubs**

Parents have received a letter detailing the summer holiday programmes being offered across the four Oak-Tree Schools for pupils from Early Years up to Year 6. If you would like to sign up for any of the activities on offer, please do so at your earliest convenience, as these are proving extremely popular with Oak-Tree parents.

<b>Monday 22 June</b>		<b>Year 2 return to school (see previous letter)</b>
<b>Monday 22 June</b>	9.00am or 1.45pm	Year 11 Book Return (Rear gates of school)
<b>Tuesday 23 June</b>		<b>Year 3 return to school (see previous letter)</b>
<b>Tuesday 23 June</b>	9.00am or 1.45pm	Year 11 Book Return (Rear gates of school)
<b>Wednesday 24 June</b>		<b>Year 4 return to school (see previous letter)</b>
<b>Wednesday 24 June</b>	Time tbc	Remote Junior 'Moving Up Day' Zoom meetings
<b>Wednesday 24 June</b>	Time tbc	Remote Year 7 Induction Day Zoom meeting
<b>Thursday 25 June</b>	Time tbc	Remote Junior 'Moving Up Day' Zoom meetings
<b>Monday 29 June</b>	9.30-11.30am	Year 7 on site meeting for small groups (details tbc)
<b>Tuesday 30 June</b>	9.30-11.30am	Year 7 on site meeting for small groups (details tbc)
<b>Wednesday 1 July</b>	9.30-11.30am	Year 8 on site meeting for small groups (details tbc)
<b>Thursday 2 July</b>	9.30-11.30am	Year 8 on site meeting for small groups (details tbc)
<b>Friday 3 July</b>	9.30-11.30am	Year 9 on site meeting for small groups (details tbc)
<b>Monday 6 July</b>	9.30-11.30am	Year 9 on site meeting for small groups (details tbc)
<b>Thursday 9 July</b>	12.00pm	<b>Last day of term: School ends for all pupils at 12.00pm.</b>
<b>Tuesday 1 September</b>	9.00-12.00pm	Year 7 Induction Morning in School
<b>Wednesday 2 September</b>		<b>Autumn Term begins for all pupils at the normal times</b>

As always, please do contact the school office, your child's form teacher or a member of the SLT, if there is anything you would like to discuss. The final Headmistress's letter for this school year will be published in the first week of July.

With my very best wishes for the rest of term to all our families.

Yours sincerely



Mrs Claire Osborn  
Headmistress



**OAK-TREE SCHOOLS** is the group name of:

BRAESIDE SCHOOL, BUCKHURST HILL • COOPERSALE HALL SCHOOL, EPPING • NORMANHURST SCHOOL, NORTH CHINGFORD • OAKLANDS SCHOOL, LOUGHTON  
HEAD OFFICE ADDRESS: 6-8 ALBION HILL, LOUGHTON, ESSEX IG10 4RA

GROUP MANAGING PRINCIPAL: MR MATTHEW HAGGER B.A. (HONS), M.ED., PGCE PRINCIPALS: MR NICHOLAS HAGGER M.A. (OXON), MRS ANN HAGGER CERT. ED.

Normanhurst School is the trading name of Normanhurst School Ltd; registered in England at 6 Albion Hill, Loughton, Essex IG10 4RA; company number 9380841

