

# Welcome to... Preschool

Trinity  
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Matthias  
the  
Springfield

precision  
spontaneity  
individuality  
creativity  
John St  
collaboration  
imagination  
James





Contents	page
Welcome to Holy Trinity C of E Primary School	3
Who is in the Preschool team?	
How will I settle my child in?	4
When do I meet the preschool team?	
What does EYFS mean?	5
How do you teach in the preschool at Holy Trinity Primary School?	
What does a typical day look like in preschool?	6
What do I need to know about attendance?	
What should I do if my child is not well enough to come to preschool?	
What happens if my child is feeling unwell in preschool?	7
What do I need to know about toilet training?	
What should my child wear?	
What do I need to know about lunch?	8
What is pastoral support?	
What can I do to prepare my child for preschool?	
My child has additional needs, who should I tell?	9 - 11
How should I communicate with the preschool?	
Equal Opportunities	12
How will I know how my child is getting on?	
Who else might be useful to know about?	13
Information on Additional Preschool Charges & Useful Links	14 - 15

To inspire a future and a world, learners at Holy Trinity are empowered and prepared through the key values of faith, compassion, endurance and respect. Our learning environments seek to foster these values; that they might be a light to shine before others; inspiring a community of learners and give glory to God. We aspire to be a confident community who can nurture individuals' gifts with respect and compassion. Where learning is delivered in a way that brings opportunity, growth, hope, new technologies and creativity whilst holding to the wisdom that endures.

*"You are the light of the world. A city on a hill cannot be hid. No one after lighting a lamp puts it under a basket, but on the lamp stand, and it gives light to all. In the same way, let your light shine before others, so that they may see you good works and give glory your father in heaven."*

Matthew 5:14-16\*

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Executive Principal  
Ms Sian Davies

Headteacher  
Ms Catherine Thomas

Deputy Headteacher  
Mrs Angela Hunt



## Welcome to Holy Trinity Preschool

We are very excited to welcome you to our preschool! We have written this booklet to help you work with us to give your child the best possible start to preschool. It also contains important information about the preschool. Please read the booklet carefully and keep it in a safe place for future reference. If you have any further questions, please do contact us.

The email you have received with this booklet attached also confirms whether your child has been offered a full time or part time place so if you are not sure, please check back on your email. You will also find the link in the email for the admissions form you will need to fill in prior to your child starting at the school. Once children have been in to meet the teacher we will be allocating start dates so you do not yet have that information.

### Who is in the Preschool team?



Hi everyone, my name is Miss Tracey Thomas, "I am a mother of 5 beautiful children, who are all grown up now, so I have a lot of experience working with babies and young children. We have so much fun in the baby room - everyday brings exciting opportunities to learn through play. We love to explore the garden and get messy! My favourite book is 'The Very Hungry Caterpillar' because the colours are appealing and the babies always love crawling around the garden, searching for all the food."

Hi, my name is Miss Peta-Gay Powell and I have been working at Holy Trinity since 2014. I love spending time with my family, watching Disney movies, dancing, singing, being outdoors and climbing trees. I am a big Disney fan! My favourite Disney character is Ariel from The Little Mermaid. Working with children has always been a part of my life and I am always ready and excited to start my day knowing I am not only going to a job but a place that feels like home. One of my favourite books to read with the children is 'Kitchen Disco' and 'I Like Myself'. I travel to school by walking or sometimes on the bus.



Hi, my name is Miss Daisy Hallam "I have been working at Holy Trinity since 2015. I love spending time with my friends and family, eating yummy food and taking long walks. Since I was young, working with children has been a passion of mine. My favourite stories to read to children are 'Little Rabbit Foo Foo' and 'Hooray For Fish'."

Hi, my name is Miss Ashiy Beggs, "I've been working at Holy Trinity since 2017, I love going on different adventures to explore new scenery and weekly I attend kickboxing classes. One of my favourite books that I like to read to children is 'The Gruffalo'. I love working in early years and witnessing the key stages of a child's development from a very early age and to be a part of that is my joy.



## How will I settle my child in?

A child's initial need upon starting school is to feel emotionally secure. We ask you to cooperate with us in helping to make the break from home to school as gradual and as natural as possible. This is important for a variety of reasons:

- For your child to get to know and trust a new group of adults and children.
- For you to observe how the preschool functions and to be familiar with the things your child will talk about at home.
- For you to be around to tell us about your child and the activities they enjoy doing.

The first few visits will consist of shortened sessions that your child's key worker will talk you through. Then in consultation between yourself and your child's key worker, the length of the visit will increase gradually until you are able to leave them happily in preschool. We fully understand that it can be emotional leaving your child and that they may be upset as you go. Please help us by saying goodbye and leaving swiftly. Please know that if your child is distressed we will call you but children are often ok once you are out of sight and they are distracted. Please ask if you have any questions in regards to this.

**WE WILL NOT ALLOW YOUR CHILD TO GO HOME WITH ANYONE OTHER THAN THE KNOWN PARENTS  
UNLESS WE HAVE BEEN INFORMED IN ADVANCE.**

**CHILDREN UNDER THE AGE OF 16 WILL NOT BE PERMITTED TO TAKE A CHILD HOME FROM PRESCHOOL.**

If you have any questions, please do contact the school on 02072541010 you can also email us on [admin@holytrinity.hackney.sch.uk](mailto:admin@holytrinity.hackney.sch.uk)

## When do I meet the preschool team?

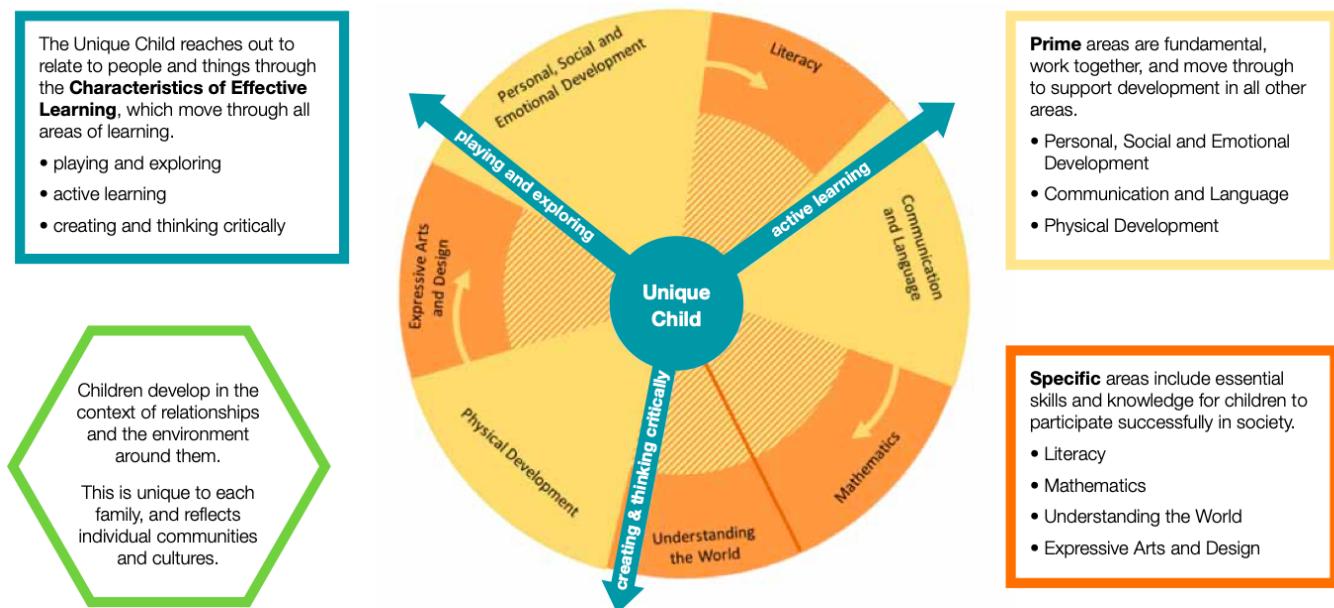
When you come for your first settling in sessions you will get to meet everyone and ask any questions that you may have. No question is too silly, we know how hard it can be to leave your child for the first time.





## What does EYFS mean?

EYFS refers to the Early Years Foundation Stage. This stage of education ranges from birth to age 5 (60 months). The diagram below outlines what we teach in the EYFS (Development Matters, 2012).



## How do you teach in the Preschool & EYFS at Holy Trinity?

We aim to teach a rich, broad and balanced curriculum at Holy Trinity. This means that we use exciting stimuli alongside high quality texts and resources to help your children become autonomous and passionate learners. Learning is active and engaging, with themes or topics that are brought to life by hands-on, real experiences for the children both inside and outside of the classroom. We support children in making their own choices about learning and we will teach a curriculum that matches their stage of development. There is time for self selected learning and play. In the preschool and EYFS we will always encourage children to be independent and lead a moral life based on our school ethos.

Quite simply, we love learning at Holy Trinity and will work with you to ensure that your child becomes a lifelong learner too!





## What Does A Typical Day Look Like in Preschool?

Please note that the children can freely access toilets and drinking water all day. As we have part time children in for morning and afternoon sessions, we alternate am and pm carpet sessions to ensure all children experience the whole curriculum.

### 0 – 2 years

This is a large bright stimulating unit that consists of an inside and outside space separated by bifold doors. There is a separate milk kitchen, outside play space, air-conditioned sleep room and changing area.



The babies are provided with toys and activities such as stacking rings, bricks, fabric books and shape sorters to encourage the early development of hand eye coordination, fine and gross motor skills and to develop curiosity and social skills.

The babies are encouraged to become independent with their eating and drinking when they are ready. Individual routines are followed to fit in with home and staff are always available for a cuddle. Babies have direct access to the outside area from this room and staff promote language skills through verbal games, rhymes, singing and stories as well as their normal daily conversation.

At the end of each day parents are given their child's daily record which has been completed during the day informing them of what their child has eaten and drunk, nappy happenings, activities, any development milestones, sleep times and messages.

### 2 – 3 years

This is a large, bright room where the children will do messy creative activities such as painting, play dough, sand and water play and other activities such as story time, singing, construction, drawing and role play to name just a few.

A planned routine is provided allowing free play, focussed activities and more structured activities that are appropriate to the age and development of the children. Activities are provided that encourage the children's social and emotional development as well as their language, concentration and physical skills.

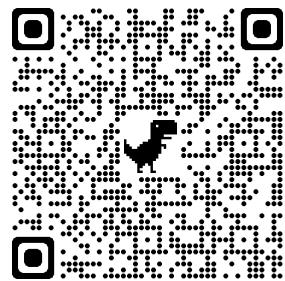
Children's independence and hygiene skills are encouraged here when the children are ready.





## What do I need to know about attendance?

If your child cannot attend school for any reason, you must let us know, please go to the school website and click the link under the contact tab or scan the QR code here to link to the online form. Being late for school and missing school through absence can disrupt your child's routine so should be avoided where possible.



## What should I do if my child is not well enough to come to school?

Please keep your child at home if they are unwell. After sickness or diarrhoea there must be a clear 48 hours before returning to school. If your child should be taken ill in school, or have an accident, we will need to contact a parent or carer. Please ensure we have your telephone number, plus an additional number for a friend or relative who can be contacted in an emergency. It is VERY IMPORTANT that we have up to date contact addresses and telephone numbers. Please advise us if your child is taking any medications. In order to secure your child's well being, please let us know if there are any changes in this information. School staff cannot take responsibility for administering any medicines in school unless there is a medical care plan in place.

## What happens if my child is feeling unwell in preschool?

In normal circumstances your child will be checked over by first aid trained adult for assessment. If your child has a temperature or is too unwell to return to class then a phone call will be made for you to come and collect your child. Currently we also have a protocol in place for when a child develops symptoms inline with COVID-19.

Protocol in place for identification, treatment and return home.

- The child to be isolated immediately and temperature taken.
- If they need to go to the bathroom while waiting to be collected, they should use the allocated toilet on the ground floor - this toilet will then have an out of order sign up until it has been cleaned and disinfected.
- Once the child leaves, the medical room will be cleaned and disinfected.
- If any symptoms are evident the child will be sent home, and then cleaning of the room will take place that they were in.
- If anyone becomes unwell with a new, continuous cough or a high temperature, they will be sent home and must follow the COVID-19: guidance for households with possible coronavirus infection guidance (isolate for 7 days, members of their household isolate for 14 days).
- PPE to be worn by staff if a child becomes symptomatic.
- The child's family will be asked to have their child tested for Covid-19 - readmittance to school only after evidence of testing is provided or after an isolation period of 14 days.
- A further protocol is in place for the 'bubble' the child was in if the test is positive.

## What do I need to know about toilet training?

Please inform staff if you have started the process of toilet training at home and share information about the techniques that you are using at home. It is very important that both home and preschool follow the same routine as this helps children to feel comfortable and confident in the process of toileting.

A spare set of labelled clothes needs to be left at school every day in case of a toileting accident. This needs to include 2 pairs of trousers, 2 t-shirts, 2 vests, 2 jumpers, 2 pairs of underpants, 2 pairs of socks/tights and a spare set of shoes (plimsolls are suitable). Your child will need a bag with nappies or pull-ups and wipes if yet not toilet trained. If your child is in the process of being toilet trained, speak to their key worker about how many pieces of clothing they needs. If your child has a specific medical need please inform school immediately.



## What should my child wear?



Please dress your child in practical clothing suitable for working and playing. Although we try to protect clothes with aprons, accidents do happen. Please try to have a relaxed attitude about this because your child will become more involved in learning through play if he/she is not worried about you being upset.

When your child is beginning to dress themselves please dress your child in clothes they can manage by themselves, especially when going to the toilet. Belts, braces and tight jeans' buttons can be a real problem for small fingers, so please provide elastic-topped trousers.

As we are outside every day it is important that during the autumn / winter months that the children have wellingtons / sturdy shoes and coats that keep them warm and dry. Please make sure that they are well labelled.

Please be sure that shoes are safe for climbing. Laces and buckle shoes cause safety issues for young children so when it's time to buy new shoes, please choose ones that are easy to fasten such as ones with velcro fasteners. It is important that you mark your child's clothes to avoid confusion, as children often have similar ones.

## What do I need to know about lunch?

Full time children in the preschool will be staying for lunch. You can choose to provide your child with a packed lunch or we provide a meal for your child. Please let the office know whether your child will be eating a packed lunch or school provided lunch. Your child can have a mixture of school meals and packed lunches, but this must be on a term by term basis. For example, school meals in Autumn term, packed lunches in Spring term and school meals in Summer term. If you wish for your child to move from school lunches to a packed lunch please inform the school office.

Packed lunches should follow our healthy eating guidelines, please ensure that your child has a balanced meal for lunch. Please do not send drinks as access to water and milk is provided at lunchtime for all children. If you have any questions please ask a member of the Nursery team or office staff. Fruit is provided throughout the day.

## What is Pastoral Support?

The Pastoral Support Manager, located in the main school, and is an additional adult who fosters links between home and school. Our Pastoral Support Manager is Ms Pauline Cunningham. She is responsible for monitoring the attendance and welfare of all children. As the Pastoral Support Manager she will make contact with parents, in consultation with children's key worker and Preschool Leader if the school has a concern and may make a home visit with the parent's permission. To support our role in looking after your child's welfare, we are visited by a school nurse and health visitor.





## What should I do to prepare my child for preschool?

We all want the best for our children and the aim of this section is to encourage you to prepare your child so that they benefit most from preschool. All the fun activities that you do with your child at home are important in supporting their learning and development, and have a really long lasting effect on your child's learning as they progress through school. Even when your child is very young and is not yet able to talk, talking to them helps them to learn and understand new words and ideas. If you make the time every day to do some of the following things with your child it will make a real difference to your child's confidence as a young learner.

### Some Ideas

If you're looking for new ideas for things to do then find out what is on offer at your local children's centre. Many offer 'messy play' activities which you and your child can join in with, and many of the activities they provide are free. Staff can also give you advice about the kinds of books or other activities your child might enjoy at different ages.

It will be a great help to both your own child and the teacher if they can manage to do the following:

- Make sure that your child can use the toilet independently, including wiping themselves and washing their hands with soap and water.
- Make sure that your child can undress and dress themself. Try to give your child clothes with simple fastenings and shoes with Velcro are easier to manage.
- Blow their nose.
- Talk to your child as much as possible. Ask them questions about what they see around them and talk to them about their interests and wonders.
- Tidy up their own toys – Start working with your child to do this at home and explain that it is expected in school too.
- Answer a question clearly – Some children who come to school respond only with head gestures and no speech. As parents you will understand these meanings but other adults may not. Try to encourage your child to give a clear answer to a question such as, 'Would you like this?' with 'Yes, please' or 'No thank you'.
- Use a knife, fork and spoon properly.
- Read as much as you can and talk about what you have read.
- Encourage mark making, drawing and writing as much as possible. This may include activities that strengthen their hands and fingers. Such as:
  - random scribble patterns and making squiggles and letter-like shapes
  - using letters to represent a word
  - any drawing, tracing or dot to dot activities which will help your child learn to grip and use a pencil comfortably.
  - sensory play at home; sorting lentils and rice, pastas, seeds.
- For more information visit [www.hungrylittleminds.campaign.gov.uk](http://www.hungrylittleminds.campaign.gov.uk)



## Preparation for Reading

We seek your support in helping your child develop a love and interest in books by reading the books borrowed from school with them at home and return them in good condition. If they learn to love and respect books now, they will develop into confident readers as they grow older.



All research shows that children who are read to at home have less difficulty in learning to read.

To help your child, you could:

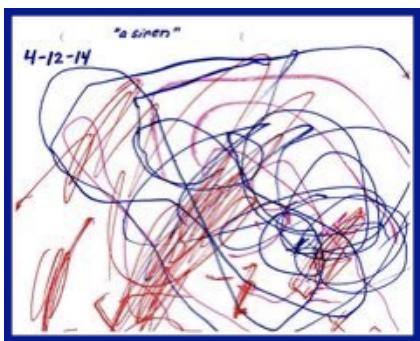
- talk about the book cover and title before starting
- ask your child to retell the story in his/her own words
- talk about the pictures before and during reading
- from time to time ask your child what they think might happen next



## Preparation for Writing

Young children's first writing is scribbling. They scribble up and down and around with pencils, markers, chalk, paint brushes, and even their fingers. Most adults tend to disregard this early stage of writing, saying: "Oh, it's only scribbling." But scribbling is to writing what babbling is to speaking: an early stage of children's development that should be encouraged. As they continue to scribble, children begin to notice what they are doing. As their hands and fingers become stronger and they are better able to control their scribbling implement, their scribbles begin to evolve into shapes: circles, ovals, squares, and crosses, among others, one on top of the other.

Here are some examples of early stage of writing:



Young children develop as writers as they come to understand that writing is a powerful tool for communication. Ask your child what he/she has written and encourage mark making whenever possible.

Many parents like to show their child how to write their name before starting school. Always write the name beginning with a capital letter but use lower case letters for the rest.



Always encourage your child's early attempts at writing. These may include:

- Random scribble patterns and making squiggles and letter-like shapes.
- Using letters to represent a word.
- Any drawing, tracing or dot-to-dot activities, which will help your child, learn to grip and use a pencil comfortably.
- Sensory play at home; sorting lentils and rice, pastas, seeds.
- Sensory writing activities; write in flour, sand, couscous.



## Preparation for Maths

Children can develop, practice and learn a range of numeracy skills from an early age. You can help them to establish some of the basic skills at home. To help your child you could:

- sing counting songs, e.g. 1,2,3,4,5, once I caught a fish alive....
- counting objects to 10, e.g. fingers
- observing numbers in the environment, e.g. door numbers, car registration plates, prices in shops
- helping to sort socks into pairs, counting plates and cutlery or tidy toys into sets



## My child has additional needs, who shall I tell?

Additional needs can be medical, dietary, educational or a combination of them. Please make sure that this has been recorded on your registration forms. If your child takes regular medication please make an appointment to meet with Ms Cunningham. The medication you are handing over for the school to hold should be clearly labelled with your child's name and should be with a copy of their medical care plan if they already have one. If you are concerned that your child has any educational needs, please contact Mrs Angela Hunt on 0207 254 1010 or via email, [ahunt@holytrinity.hackney.sch.uk](mailto:ahunt@holytrinity.hackney.sch.uk)



## How should I communicate with the preschool?

We encourage you to make contact with your child's key person. Whether it is communicating details about your child and how they are feeling, voicing concerns, seeking advice on how to best support your child at home or a great idea you would like to share; we welcome all input. If you require more than a few minutes in the morning then please make an appointment.

The parent notice board contains information about meals and what the children will be focusing on each term. If you have any further questions please feel free to ask.

## Equal Opportunities

We are committed to achieving quality in education. We wish to enable every child to develop a good self image and, through education and experience, to reach their full potential. We encourage a positive acceptance and respect for all differences.

We also think it important that both boys and girls feel free to involve themselves in all activities available. They should not feel inhibited from taking part in those activities which traditionally are not considered appropriate for their gender, e.g. we encourage girls to play with footballs, do woodwork and build with the variety of construction materials available. Current research reveals a strong link between early experience with construction toys and achievement later on in mathematics and science. Similarly, we include the boys equally in cooking activities, and encourage them to dress up in the Home Corner and play with dolls. This provides an excellent opportunity for them to develop and practice their caring and nurturing instincts.

If you have any queries or concerns, please contact the class teacher who will be able to make an appointment to talk to you.

## How will I know how my child is getting on?

You will know how your child is getting on in their year group through feedback from adults, this may be in the form of an informal chat, a phone call, a note home, stickers or a meeting.

Covid dependant we will run 'Come Learn with Us' sessions where you are invited into the classroom to spend time with your child, this is a lovely opportunity for your child to show you how they are getting on and for you to meet the adults and other parents,

We have 3 simple rules here at Holy Trinity.

We are Ready

We are Respectful

We are Safe





## Who else might be useful to know about?



Sian Davies, Executive Principal, has a long standing relationship with Holy Trinity and with Hackney. She has been a Headteacher since 2000 and Executive Principal at Holy Trinity since 2004 and now leads the eight schools in our Federation. She has witnessed the many changes in the school and in the community and is always delighted to welcome back ex pupils as parents and as members of staff! She believes passionately in education as a vehicle for change for individuals and for society. She works in each of our Federation schools in all parts of Hackney and knows the community really well. "I am a big Harry Potter fan but my favourite book is A Necklace of Raindrops by Joan Aiken, illustrated by Jan PieÔnkowski. It is such a beautiful story and a one I loved to tell in assemblies. It is magical when a short story can capture the attention and imagination of over 200 children of all ages at the same time".



The Headteacher, Ms Catherine Thomas has been working at the school for over 10 years. "I travel to school in one of two ways, I either run or I drive. One of my favourite children's books is 'Whatever Next' by Jill Murphy. I love how the imagination of the bear takes him up the chimney, through the night sky and to the moon! I have a passion for Mathematics and a strong belief that when taught well, everyone can develop a love for the subject."



Mrs Angela Hunt, the Deputy Headteacher, is also the SENDCo and the Designated Safeguarding lead. "Hello soon to be Holy Trinity Reception class members! One of my favourite things to do with my two children is read stories! One of my daughters favourite books is Aliens Love Underpants and my son loves We're Going on a Bear Hunt! I love being outside in the fresh air and gardening is one of my favourite hobbies.



Stephanie Li Rosi, is the EYFS lead and Reception class teacher. "I love to explore new places, being outdoors and exercising! I love reading stories, especially funny ones! One of my favourite stories is 'There's a Monster in Your Book' by Tom Fletcher because I love how we need to follow the interactive instructions to get the Monster out! My favourite story when I was little was 'The Very Hungry Caterpillar'. I love how colourful the story is and all the Maths learning that comes from it."



Reverend Laura Luz is the Vicar of Holy Trinity Church, Dalston and All Saints Church, Haggerston. She leads collective worship once a week and makes visits to the school to talk with children. Laura is a school governor and the chair of the Holy Trinity Local Advisory Board. The School enjoys an active partnership with our local parish church. The school takes part in a range of services, across the year including Harvest, Christmas and Easter.

We encourage those children who are already involved in the Christian faith and hope to bring a spiritual awareness to those of no faith. As a Church of England school, we have religious teaching built into our curriculum and assemblies, and parents are asked to respect this when they send their children to Holy Trinity School. However it is also school policy to teach children about the beliefs and customs of other faiths, to foster sensitivity and understanding towards those whose religion and cultures are different from their own.



Ms Pauline Cunningham is the Pastoral Support Manager, her role provides an additional link between home and school. Pauline loves to travel (only in the school holidays) and she has been monitoring the attendance and welfare of children in our school for the last 17 years. Pauline will make contact with parents if the school has a concern about your child's attendance and/or punctuality. She can answer questions about holiday requests and is often the person to support your child when they are unwell. To support our role in looking after your child's welfare, we have a nominated school nurse and education welfare office linked to the school. These additional agencies work closely with the school and families to ensure that your child is in school each day.



## Charges from September 2021

Charges are for 48 weeks of the year - includes - breakfast, lunch, dinner, milk, nappies and wipes.

8am - 6pm	3 months - 23 months	24 months - 36 months
3 days	£240.00 per week	£225.00 per week
5 days	£400.00 per week	£375.00 per week
Daily	£80.00	£75.00

Charges - those eligible for 2-year-old government funding - TERM TIME ONLY - 38 weeks of the year

24 months - 36 months	School Day - top up	Extended Day - top up
Times	8:45am – 3:30pm	8am - 6pm
Cost	£115.00 per week	£230.00 per week

There is a weekly discount of 15% for additional children from the same family. Discount taken on the lowest monthly fee of the children.

### Free Part-time Early Education Places for Disadvantaged 2 Year Olds

From September 2013 children from families in receipt of any of the following benefits may be eligible for free part-time Early Education for up to 15 hours per week for 38 weeks per year:

- Income Support/Income-based Job Seekers' Allowance/Income-related Employment and Support Allowance.
- Support under Part VI of the immigration and Asylum Act 1999/The Guaranteed element of State Pension Credit.
- Child Tax Credit provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs.

The school can help you to check if you are eligible.

Date of your child's 2 <sup>nd</sup> Birthday	Will become eligible for a place from
1 <sup>st</sup> January – 31 <sup>st</sup> March	1 <sup>st</sup> April / Summer Term after your child turns 2.
1 <sup>st</sup> April – 31 <sup>st</sup> August	1 <sup>st</sup> September / Autumn Term after your child turns 2.
1 <sup>st</sup> September – 31 <sup>st</sup> December	1 <sup>st</sup> January / Spring Term after your child turns 2.



The 15 hours for pupils aged 24 – 36 months, can be taken as follows: (all AM or all PM sessions)

Option	Monday	Tuesday	Wednesday	Thursday	Friday
A	08:45 – 11:45	08:45 – 11:45	08:45 – 11:45	08:45 – 11:45	08:45 – 11:45
B	12:30 – 15:30	12:30 – 15:30	12:30 – 15:30	12:30 – 15:30	12:30 – 15:30

If your child requires more than 15 hours per week, you are able to ‘top up’ your child’s time with extra hours at our published weekly rates – subject to availability.

Help with the costs of Childcare:

[www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

[www.hmrc.gov.uk/childbenefit](http://www.hmrc.gov.uk/childbenefit)

[www.hmrc.gov.uk/taxcredits](http://www.hmrc.gov.uk/taxcredits)

“Tax Credits – extra money for you family” booklet

Booklets are available from the Family Information Service at Hackney Learning Trust. 020 8820 7590 or email [fis@learningtrust.co.uk](mailto:fis@learningtrust.co.uk)

## Holy Trinity C of E Primary School

<https://holytrinity.hackney.sch.uk/>



## Local Education Authority

The Local Education Authority makes education provision for all the children in its area. Our Local Education Authority is:



Hackney Education Authority

Hackney Education

T.L.C. Building

Reading Lane

E8

Telephone: 0208 820 7000

## OfSTED Parent Portal

<https://parentview.ofsted.gov.uk/>

