



# SOHO PARISH PRIMARY

Small school, big heart!

## A Guide for Parents

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[www.sohoparish.co.uk](http://www.sohoparish.co.uk)



## Dear Parents and Carers,

We warmly welcome you to the Soho Parish family. This booklet is designed to introduce you to the school and help you to feel right at home!

## Our Vision

*Jesus said: I have come in order that you might have life – life in all its fullness. John 10:10*

Every child deserves to live life to the full. At Soho Parish our curriculum is designed to develop the whole child, promoting artistic, musical, intellectual, physical and emotional development.

The education we offer is stimulating, imaginative, creative and fun, driven by the pupils' interests and needs. Skilled, compassionate and ambitious teaching enables our pupils to develop a 'growth mindset', the courage to take risks in their learning, high expectations for themselves and to make excellent academic progress.

We welcome and value children and families of all faiths and none, motivated by the same passion as our Christian founders, who believed in the power of universal education to improve lives. Each individual has the right to learn and achieve without barriers or ceilings.

But to truly live 'life in all its fullness', means following Jesus' example. We celebrate our gifts and strive to improve ourselves not just for ourselves, but for the benefit of others, as together we seek to build a kind and thoughtful community in which all can flourish.

## Our Values

Value	Be	Do
Love	Be kind	Show compassion and respect
Imagination	Be creative	Seek new ideas and solutions
Courage	Be brave	Show determination and resilience
Individuality	Be yourself	Share your light with the World
Community	Be together	Serve your community

## We are a Church of England school

As a church school, our values are founded in our Christian faith. Our pupils come from a wide variety of backgrounds: some Christian and some not, however we expect all children to participate in school worship and other church-based celebrations.

Our religious curriculum, which can be viewed online, teaches the tenets of Christianity and other main world faiths, encouraging tolerance and understanding. We work closely with the Rev. Simon Buckley (St Anne's Soho) and clergy from St James's Piccadilly who are regular visitors to school, leading our assembly on a Wednesday. As well as whole school services at St James's Piccadilly, each week a different class attends a session of quiet reflection at St Anne's. Parents are welcome and encouraged to attend any of these acts of worship (for dates, see newsletter and the calendar on our website).

## Curriculum

We provide a curriculum that is rich in connections. As children's brains develop, physically forming synapses (connections), so their thinking and potential for learning grows. We believe all children can learn and attain highly, by 'growing their brains'. Our curriculum supports depth of thought and breadth of knowledge / understanding, posing the challenging questions and exposing children to experiences beyond the classroom.

Every term teachers will send parents a 'topic map' and a letter detailing the planned learning for the topic.

## Teaching and Learning Approach

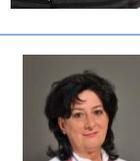
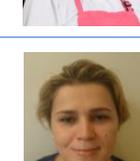
The learning process is a dynamic one. Intelligence is not static and you can 'grow your brain'. Our teachers model this process of lifelong learning by maintaining an up to date understanding of research into pedagogy and child development. Our pupils learn about their brains and develop a growth mindset, which ensures they do not set ceilings for their own potential. Teaching methods are consistent yet innovative, with each teacher planning bespoke schemes of work and lessons for their class that stimulate curiosity, build upon previous learning and benefit from the teacher's own passions, interests and skills as well as from the children's interests and individual needs.

## Behaviour and Ethos

Children are treated with compassion and respect at Soho Parish and we expect them to treat each other with the same consideration. Restorative practices are used so that pupils develop the ability to resolve conflict and make amends for poor behaviour, which impacts negatively on our community. We have high expectations for pupils' behaviour and find that our ethos of mutual respect is quickly embraced by children joining the school, meaning we do not generally need to resort to more punitive measures. We are proud that bullying is rare and quick action is always taken where it is suspected.

## Staff

	<p>Louise Ritchie <b>Headteacher</b></p>		<p>Mayowa Akinloye <b>Deputy Headteacher</b> <b>Inclusion Co-ordinator</b></p>
	<p>Hannah Peaty <b>Senior Leader</b> (3 days)</p>		<p>Tracey Rivers <b>School Business Manager</b></p>
	<p>James Munns <b>Administrator</b></p>		<p>Paul Yusuf <b>Premises Manager</b></p>
	<p>Rosie Malton <b>Reception teacher</b></p>		<p>Stephanie De Freitas <b>Class 1 teacher</b></p>
	<p>Lisa O'Malley <b>Class 2 teacher</b></p>		<p>Jacky Schroer <b>Class 3 teacher</b></p>
	<p>Emma Brunjes <b>Class 4 teacher</b></p>		<p>Rhonwen Parsons <b>Class 5 teacher</b></p>
	<p>Robyn Churchman <b>Class 6 teacher</b></p>		<p>Natasha Cranston <b>Support teacher</b></p>
	<p>Sharon Burns <b>Learning Mentor</b> (3 days)</p>		<p>Alejandro Pelaez-Molina <b>Music Co-ordinator</b></p>
	<p>Amy Greneux <b>Reception Teaching Support</b></p>		<p>Ana Valencia <b>Reception Teaching Support</b></p>
	<p>Laura Morris <b>Y1 Teaching Assistant</b></p>		<p>Donna Gathercole <b>Y2 Teaching Assistant</b> (4 days)</p>

	<b>Rabeya Chowdhury</b> <b>Y2 Teaching Assistant</b> <i>(mornings)</i>		<b>Sue Morris</b> <b>Y3 Teaching Assistant</b> <i>(4 days)</i>
	<b>Shirley Crawford</b> <b>Y4 Teaching Assistant</b>		<b>Paul Megret</b> <b>Y4 Teaching Assistant</b>
	<b>Gamze Komur</b> <b>Y5 Teaching Support</b>		<b>Ezgi Kaya</b> <b>Y5 Teaching Support</b>
	<b>Alma Bioksic</b> <b>Y6 support</b> <i>(2 days)</i>		<b>Amy Taylor</b> <b>Head Chef and Food Educator</b>
	<b>Krystina Bill</b> <b>Chef de Partie</b>		<b>Hana Janahir</b> <b>Kitchen Porter</b>
	<b>Shqipe Statovci</b> <b>Lunchtime Supervisor</b> <b>(Reception class)</b>		<b>Denise Cove</b> <b>Lunchtime Play Worker</b>
	<b>Sunai Niyomchan</b> <b>Lunchtime</b> <b>Playworker/ Play club</b>		

Note: At Soho Parish, children and parents call staff by their first name.

## Communication with parents

The school's main communication channel is **ParentMail**, an electronic system that delivers letters, forms etc. straight to your phone/tablet/computer. We also use it for meeting sign-ups and electronic payments, so **it is essential that you register for this service.** For more information on ParentMail or help setting up your account, please speak to the school office.

Key information is also available on our school website ([www.sohoparish.co.uk](http://www.sohoparish.co.uk)) such as our curriculum, policies, the school calendar, newsletters and blogs. Our newsletter is sent out monthly via ParentMail. It contains news about our recent events and important dates for your diary, including term dates. **Please ensure that the school has your current email address and phone contact details so that we can contact you in an emergency.**

## After-school clubs

We offer a range of extra-curricular clubs for different ages as well as a general after-school club for all pupils run on the premises (known as Play Club). Our after school provision is managed by Laura Morris, who is also our P.E. Lead.

You will receive a registration form via Parentmail each term and can sign up for as many clubs as your child can attend! Reception children can sign up for play club from their first day, and for extra-curricular clubs from January.

### Play Club

This runs on the school premises from 15:30-18:00 every school day and parents can sign up for one, two or two and a half hours as desired. If children are also attending another after-school club (eg Football) they will be taken to Playclub for the other hour if signed up.

You can pay in advance for your child to attend Play Club on a regular basis (£5 per hour) or you can phone on the day to arrange last-minute attendance for your child, subject to availability. Bookings must be made by 1pm at the latest. You will be invoiced for any sessions you sign up for in advance. For ad hoc bookings, please pay on the day via parent mail.

### Extra-curricular clubs

All other clubs run weekly and are payable in advance (in instalments). We reserve the right to cancel a club if we do not get sufficient take-up. The cost of any after school club is £5 per hour, although we sometimes charge a little extra if, for example, resources such as cooking ingredients are needed. Please contact James in the office for all after-school club queries. If your child is registered as 'pupil premium', they can attend up to two extra-curricular clubs for £2.50 per session, not including play club. Please speak with the office if you would like to know more about this

## Breakfast club

Breakfast club runs every morning from 8-9am (last drop off 8.30). We offer childcare and breakfasts including cereal, toast, pancakes and other cooked food. You can sign up and pay in advance via parentmail or pay by day when you drop your child off. The cost is £3.50 per session, including food. If your child is registered as 'pupil premium', they can attend breakfast club at no cost. Please speak with the office if you would like to know more about this.

## The school day

**"Good morning!"** The school gate on Great Windmill Street opens at 8.45am. You and your child will be met by our senior leaders. Children are then welcome to enter the school building and go to class by themselves. If they need any assistance, the class teaching assistants will be available. Reception children can go straight into their classroom at 8.50 and parents are welcome to accompany them.

We ask parents to make every effort to ensure their child is in school on time (by 9am) as lateness is disruptive to the late child, teacher and other pupils.

The playground gate is shut at 9am. If you wish to see Tracey or James or make an appointment, please go around to the red door on Archer Street. *We ask parents not to enter the school building from the playground as all adults in the building who are not members of staff must sign in and take a badge/lanyard from the office to wear.*

**Fridays are different!** On Friday the school opens at 8.45am so that you can accompany your child to class and look at their work. Please do come in. We just ask that parents with buggies leave via the gate before 9am, when it closes, otherwise you will have to struggle through to the office exit with it. All other parents are also asked to leave via the office by 9am.

Scooters can be left in designated racks in the playground. Please find a way of labelling the scooter with your child's name, as we may use un-named left over scooters as a fundraising item at the end of the school year.

We are very grateful to parents for keeping an eye on younger siblings and ensuring *no children climb on the equipment before or after school.*

## **Lunchtime**

**Reception Class** -12.00 p.m – 12.45 p.m

**Year 1 & 2 Class** -12.00 p.m – 1.00 p.m (eating between 12.30 -1.00)

**Year 3 & 4 Class** -12.00 p.m – 1.00 p.m (eating between 12.00-12.30)

**Year 5 & 6 Class** -12.30 p.m – 1.30 p.m (eating at 1.00)

**“See you tomorrow!”** The school day ends at **3.20pm** for the reception class and **3.25pm** for everyone else. The school gate opens at 3.15pm.

Please collect children promptly as it can be very upsetting for them to be ‘left behind’. If, in exceptional circumstances, you are running late to pick up your child, please call the office as soon as possible to let us know. Children are required to be collected by a responsible adult. Please give the names of all adults you allow your child to be collected by to their class teacher at the start of term. If your child is to be collected by someone other than these named individuals, please give your permission to us in advance (in person, by phone or email) as otherwise we will not be able to release them. Some children in Key stage 2 may walk home by themselves, but the permission must be given in writing by their parent or carer, and agreed in writing by the Headteacher.

If your child is collected late we will charge you £5 for the first hour of Play Club, payable on collection to Laura or another member of staff. A card machine is available.

## What to do if your child is sick

We ask that you carefully consider before keeping your child off school, as any absence will be detrimental to their education. Colds and other minor illnesses are not reasons to stay at home. Please let us know **by 9am** if you have decided to keep your child off school due to illness, preferably using Parentmail, or by contacting the office. The office will call you if we have not heard from you and your child is absent. They will then try all emergency numbers. If we cannot make contact the matter will be referred to the Safeguarding Lead. Please save us unnecessary concern and time by making a timely notification.

If your child has been absent due to illness, you must notify the school in writing of the reason. This can be done via the parentmail app, email or sending a letter in with your child on their return to school. Please ask for a form for future absence requests, such as hospital appointments. GP and dentist appointments should be made outside school hours.

If a child becomes sick in school, we will call you. It is important that we have up-to-date contact numbers. If a child has vomited or had diarrhoea please keep them at home for two days after the symptoms have gone, as per NHS advice. You will appreciate when other parents do so, halting the spread of these unpleasant bugs to your child, so please similarly consider others.

**Medicine:** We do not routinely administer medicine to children in school, so please enquire at the office if you think your child needs to be given medicine during the school day. If your child takes regular medication as part of a health care plan (e.g. asthma pump, epi-pen), please ensure you have provided enough, in-date medication at the start of each term.

**Holidays in term time** cannot be authorised by the school and are extremely detrimental to a child's education. Requests for absence other than illness must come via the form, available from the office. Only exceptional requests, such as a close family member funeral, will be authorised.

## Children's dress

There is no school uniform at Soho Parish. Please send your children to school in practical, appropriate clothes which are suitable for work and play. Best dresses are not recommended as a creative school is a place for paint splashing and climbing (we do of course endeavour to cover clothes with overalls during messy work and play). Shoes should have adequate ankle support to prevent injury, so we do not allow shoes without backs (e.g. flip-flops), shoes with heels or wheeled footwear. For safety reasons jewellery (necklaces, bracelets, brooches, rings, etc) is not allowed in school. Stud earrings and watches are permitted.

## Physical Education and kit

Your child's class letter will contain details of which days they have P.E. lessons. Please provide a kit in a suitable bag, consisting of shorts (or leggings / tracksuit bottoms), a t-shirt (labelled with your child's name) and trainers or plimsolls. Some P.E. is done barefoot.

## Swimming

In Years 3 & 4, pupils will attend an off-site swimming lesson each week. These lessons all take place on a Thursday morning. Class letters will advise about requirements for swimming. Swimming is a requirement of the national curriculum and if a child is well enough to attend school they will be expected to go swimming. Children who do not bring their kit for PE or swimming will be provided with clean spares by the school.

## Lost Property

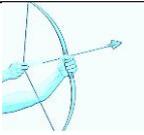
It is very important that ALL children's clothes are labelled with their name. We understand that, as a school with no uniform, labelling can be quite a big job! Therefore, we recommend using a non-washable 'laundry' pen to label anything a child wears to school, especially coats. If your child has lost an item, please check the sandpit lid in the playground that day. At the end of each week we will send anything not labelled to charity. We no longer store lost property as it takes up valuable play space in our small building or playground.

## Pupil Voice

Each class elects 2 representatives to attend School Council and present their class views and suggestions. Hustings are usually held before the election and the process is taken very seriously. School Council meets regularly to give their views on and help make decisions about all aspects of school life. Children act as chair, vice-chair and secretary and run the meeting themselves, supported by Sharon, our Learning Mentor. Minutes are distributed back to classes. Children who have been on school council must wait two years before standing again.

## Houses

Pupils are assigned to a 'House' at Soho Parish. These are named after four local streets:

			
Archer	Gerrard	Shaftesbury	Windmill

Houses will go on 'House Outings' during the year, and each house has one play time together in the BB Hall per week. This is so that we encourage pupils to develop relationships with children of all ages, which is so beneficial to developing social skills and promoting mentoring between older and younger pupils.

Houses are also used at Sports day and during other project weeks when we group children across the school so that they can work with children of other ages in a spirit of co-operation and support.

# Parent Voice and Getting Involved

## Parents and teachers

We find that most minor issues or queries can be dealt with by an informal chat. Parents are encouraged to have regular contact with their child's class teacher, who is available in the playground after school. For a longer meeting please make an appointment to see the relevant member of staff, either in person or by email using their first name in the following format: [name@sohoparish.co.uk](mailto:name@sohoparish.co.uk). Please state what you would like to discuss in the email so that the teacher can prioritise urgent meetings.

## Help us to improve

We also regularly ask for feedback and opinions about how we can improve. At some of the parent teacher evenings, you will be given a questionnaire to answer about the school. The online questionnaire is called Parentview <https://parentview.ofsted.gov.uk/> and you are very welcome to fill this out at any time in the year. We value your contribution.

## Meet the Governors

Photos and names of governors can be found in the waiting area outside the office. If you are interested in becoming a school governor please see the office for information.

## Parent Teacher Association

Parents are automatically members of the PTA. Its role is to encourage closer links between home and school. PTAs are best known for their fundraising work, but they have a useful social function too. Fundraising events such as our Christmas Market provide an opportunity for parents, staff and pupils to get together for a good cause, whilst fun events such as the School Disco ensure children have great memories of their school days.

The PTA is all voluntary and works best when we have a lot of people, all contributing even the smallest amount of time, so please get involved if you can – we need your support! Meeting dates will be posted on the school calendar, newsletter and noticeboards. We look forward to seeing you there to see how you can help out with fundraising and supporting the school.

## Coffee morning

The PTA host a coffee morning **every Friday at 9am** in the Little Kitchen. All parents are very welcome, please do come along.

## Learning Mentor

Sharon, our Learning Mentor, whose wisdom extends from choosing a secondary school to supporting your child with emotional and health needs, is available to speak to parents about any concerns or questions they may have. Email her or see her in person (she is available every Tuesday, Wednesday and Thursday before and after school in the playground). Sharon can also put you in touch with the school nurse for medical queries.

## Special Educational Needs

Each child is an individual and teachers differentiate each lesson to cater to all learning styles and needs in their class. Some children may be identified by the school as having special educational needs. If this is the case for your child, the class teacher will discuss with you any observations they have made and how we intend to support your child to make the best possible progress. It may be appropriate for the Inclusion Co-ordinator to become involved to support the teacher to provide the best learning environment and opportunities for your child. Mayowa Akinloye is the school's Inclusion Co-ordinator and can be contacted at [mayowa@sohoparish.co.uk](mailto:mayowa@sohoparish.co.uk) or in the playground.

## Achievement for All

Equality for all underpins all of our Soho Parish Values. It is very important to us that pupils make progress regardless of gender, ethnicity or social background. We monitor our pupils and groups very carefully to ensure that no group is underachieving and are proud to say that in the last ten years all ethnic groups have achieved equally good progress. Ethnic Minority Achievement (EMA) is monitored by the Inclusion Co-ordinator (although it is the responsibility of all staff) and also covers all pupils who speak English as an Additional Language (EAL). 59% of our pupils last year had EAL, so teachers incorporate techniques into every lesson to support these children.

## Homework

At Soho Parish we try to balance the pupil's need to be a child at home and to have 'time off' with providing the opportunity to develop good study habits for life. Children are given homework as follows:

**Reading journal:** All children will have a pre-printed reading journal. Each week a task is set through this journal which involves the child responding to a book they have read. There are also spaces for the parent (in Reception, Year 1 and 2) and the child themselves (in Year 3-6) to write the name of the book they have read each evening and a comment about how the reading went. These journals encourage children to read for pleasure and to engage with the books they are reading even more fully.

**Project:** The project is set at the start of the holidays and your child will have until week four of the following half term to bring it in. A planning format is sent out so that children can plan the learning they will undertake as part of their project. We strongly encourage parents to be involved with this, from helping your child to research on the internet, to taking them on trips, to constructing full-scale models together. We don't mind how little or how much help you give your child, but encourage you to join in and make it a fun learning experience for all the family.

**Spellings and times tables:** Time spent at home practising spellings and times tables facts is beneficial to children's class work in Maths and English. Children will have weekly spellings from Year 1 and weekly times tables learning from Year 2.

## Assemblies and Performances

Each class performs special assemblies to share their topic work with the whole school. Parents are invited to attend and find out what their children have been learning. We also hold a number of special performances, church services and concerts throughout the year. The details of these will appear in the newsletter diary section. Look out for our Harvest Festival, Christmas Service, Nativity, Music Concerts and our annual play.

## Trips and residential visits

Soho Parish is committed to providing a creative and varied curriculum for your children. We regularly take the children out of school to learn in different environments, making use of the many wonderful local museums and facilities. We ask parents to simply sign one consent form when their child starts at Soho Parish, which covers us for all day trips.

We will always let you know in advance of any trips so that you know your child will be going off-site, and what they will need to bring. We sometimes ask for a voluntary contribution towards a trip.

We take the children on two residential trips. In Year 4, pupils spend two nights at Dalesdown, a rural educational centre in West Sussex, from where they visit Chislehurst caves and a farm, as well as following the school geography curriculum and learning from nature. Pupils also go on a longer residential trip to a working farm or an outward bound centre in Year 6.

We aim to keep costs as low as possible, but we recognise they can be a significant outlay for parents. For this reason, parents are welcome to begin contributing towards a 'residential trips fund' for their child as early as Reception if they wish. Please contact Tracey, the School Business Manager, for more information.

## Music Lessons

All children will be taught music in class as part of the National Curriculum and this will include learning to play a range of instruments. In KS2 all pupils learn to play percussion, the ukulele and the violin.

We also host a number of peripatetic music teachers, who provide lessons in keyboard, drums and guitar. There is a charge to parents opting to take music lessons. Lessons are individual or group depending on the instrument and age of pupil. These take place either during the school day or after school. Details are available in the office. Concerts are held during the year to showcase the talents and hard work of all pupils who learn an instrument at school.

# Food

## School Meals

We employ our own restaurant-trained chef – Amy – who creates fresh, healthy, home-cooked meals each day with her team of Krystina and Hana. All the kitchen staff pride themselves on providing excellent food and they also nurture each individual child. Please speak to Amy or email her on [chef@sohoparish.co.uk](mailto:chef@sohoparish.co.uk) if you would like to discuss your child's nutritional or dietary needs or if you have any concerns over their eating. Amy is also a trained teacher and she will be providing food education and cookery teaching for all our classes.

## Join us for lunch!

If you would like to sample our food, you are very welcome to join us at lunchtime. Places are limited due to space, so please do contact James a week in advance if you would like to eat lunch with your child. Adult meals are charged at £2.50.

## Paying for school meals

School meals are free to children in Reception, Year 1 & Year 2 and cost £2.20 per day for other pupils. If you are in receipt of benefits or on a low family income your child may be entitled to free meals in Years 3-6 too - please see the 'Pupil Premium' section below. School meals are payable in advance either weekly or half-termly and can be made to the school office, or electronically via Parentmail, which is more convenient and our preferred method.

## Pupil Premium & Free School Meals

If you have a low-income or are in receipt of benefits, or if your circumstances change (eg you become unemployed), you may be entitled to claim Pupil Premium for your child/ren. This provides two major benefits:

- 1) A sum of money for the school (currently £1320 per child per year), which the school spends on raising achievement for pupil premium children (ie your child!)
- 2) Entitlement to free school meals for your child/ren, even in Year 3-6.
- 3) Free breakfast club and half price for two extra-curricular clubs.

*If you think you may be entitled to Pupil Premium, please come and speak to the office in confidence as soon as possible, as benefits cannot be claimed retrospectively.*

## Snacks

Children in Reception and Years 1 and 2 are given a piece of fruit at school, courtesy of the government fruit scheme. Children in other years are provided with fruit courtesy of the PTA so they do not need to bring in a snack, although you may provide something small if you wish. Children in Year 5 have a longer wait for lunch than they are used to, so at first they may need a snack.

## Packed lunches

A few parents choose to provide a packed lunch for their children. We ask that packed lunches follow the healthy guidelines outlined in our Food policy (see website).

## Water bottles

It is essential for concentration that children stay hydrated during the school day. For this reason we ask that **all children bring a named water bottle to school** that they can keep on their tables as they work. In KS1 we will remind children to take these home every day for washing and bring them back. In KS2, where children are more able to manage their belongings, we ask that children take bottles home regularly (at least twice a week) for washing.

## Nut free

We are a nut free school. No food containing nuts is permitted in school. This includes cake sales and events.

## Birthday Cakes at School

We love to celebrate birthdays at school and welcome birthday cakes, however there are a few rules:

- Muffins, cupcakes, fairy cakes and biscuits are the best option if you want to send in a treat for the class to share (as they don't need to be cut up).
- Birthday cake is lovely but please cut into the right amount of pieces before school
- For all of the above, if it has nuts in it, we can't accept it in school.
- Please do not send with candles. Each class teacher will have a special candle and lighter that they keep safely tucked away and this will be used for your child to blow out after the Happy Birthday song.
- Please remember that sweets are not allowed at school, so please don't send any in, even for birthdays or special occasions.
- **Please do not ask your class teacher to hand out party bags.** You are more than welcome to do this yourself at the end of the day in the playground, provided you have one for each child in the class.

## Personal property in school

Children are not allowed to bring any personal property in to school, unless they have been asked by a member of staff to do so (for example, for 'Show and Tell'). Personal items, including playing cards, phones, toys, games and money will be confiscated by staff and returned to parents (not children) at the next possible opportunity. The school cannot take responsibility for loss or damage to any personal property.

Mobile phones are not permitted in school. If there are exceptional circumstances, please make an application to the Headteacher explaining why it is necessary. Some key stage 2 pupils walk home alone with written parental consent, in which case mobile phones may be brought in.

## Above all...

Your child's experience at school should be a happy and successful one. Please let us know if you have any concerns about your child. We would rather know straight away if your child is having any difficulties, so speak to the class teacher as soon as you can. All staff members are available by mutual appointment which can be made through the office or directly by email. All staff emails follow the format [firstname@sohoparish.co.uk](mailto:firstname@sohoparish.co.uk).