



President Road | Aylesbury | Buckinghamshire | HP18 0YA
Tel: 01296 326320 | e-mail: admin@greenridgeacademy.co.uk
Website: www.greenridgeacademy.co.uk | Twitter: @GreenRidgeR2

Headteacher: Mr. Aaron Wanford MA, B.Ed. (Hons), NPQH

Wednesday, 5th September 2018

Start of Term Arrangements – September 2018

Dear Parents and Carers,

I hope you have all had a great summer break, and are looking forward to the new academic year ahead. The Green Ridge Team has been extremely busy over the last few weeks making sure we have everything in place for your child starting with or re-joining us next week.

This letter is being sent via e-mail to all new parents/carers of Green Ridge, as well as existing ones. The start of term is always a time when there is much communication, and even more so for us this year as we are moving into a brand-new new building and re-establishing our own systems and routines. This letter will also serve as an update for those parents and carers who are unable to come to our open afternoon this Friday.

Open afternoon

We are inviting parents, carers and children of Green Ridge to come and look around our new site and building this **Friday, 7th September between 2.00-4.00pm**.

Our staff will be on hand to show you around the new building, showing you where to go when you arrive the following week and you will an opportunity to look at some of the different areas of the school.

We ask that you visit the school only between the times given above so that we can ensure access to the school and surrounding areas are safe, and that any ongoing building works stop on the part of the school site we are not using.

Please note that the afternoon is not a 'stay and play' type session, and children will need to remain supervised by their accompanying adult whilst onsite. Activities will not be set-up for the children to access until the school officially starts the following week.

Feel free to bring along friends and family members who want to have a look around. However, please note that we will be doing specific tours and talks for prospective new parents for the Nursery and Reception intake of 2019 later in the term and so the tour of the new building on the 7th of September will be just that and will be very informal.

Passports and Birth Certificates

During the parent/carer induction sessions, we mentioned that we would ask you bring into the school a piece of identification so that we are able to verify your child's date of birth and surname. This only applies to those children starting in Reception and Nursery classes (Willow, Birch, Little Acorns & Berries). We require you to provide one of the following documents (if you have not already done so):

- Birth certificate
- Valid current passport (your child may be included on your passport, if that passport is valid and current)

Mrs Rosser and Mrs Erdos are very happy to photocopy any of the documents for you in school, and would request that if you are attending on Friday afternoon, this is the perfect time to do so, rather than next week. We need to have evidence for our records by next Friday (14th September), and would appreciate your co-operation to make this as speedy as possible. Mrs Rosser and Mrs Erdos will be available in the school office and nursery office each morning from 8.15am until 4.00pm, and so please pop in next week if you are unable to this week. Please do come and see us if you have any questions or queries.

Building

Much progress has been made throughout the summer holidays on the new building, and we are expecting to take full possession of the main part of the building we need by the end of this week. Over the year, there have been some setbacks to the building programme, caused by a variety of reasons including the extreme temperatures suffered throughout the winter and building supply issues. You will see from the diagram below that we will be operating the main section of the building from the end of this week; the remainder of the building will be completed over the coming weeks, without interrupting the day-to-day operation of the school. The areas marked with an X (our future Year Five and Six classrooms) will not be available and these will be sectioned off until completion.

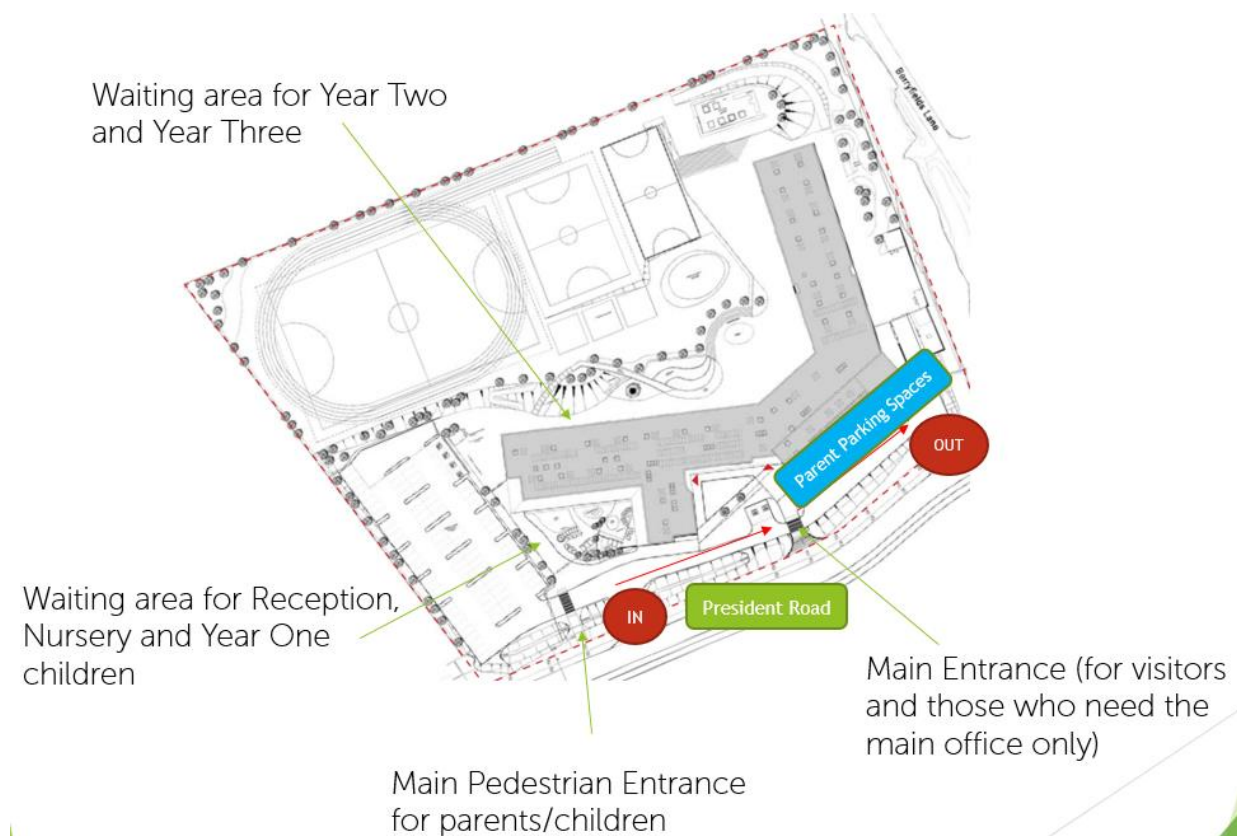


Access to the school

We are encouraging as many parents and carers as possible to walk to school and reduce the traffic in the surrounding area. The map over the page shows the access to the school (both pedestrians and any vehicles). There is a new pedestrian footpath/entrance, just after the car entrance that will take you directly into the new school site.

There is another pedestrian entrance directly in front of the new building, which takes you straight to the main reception foyer. You can also access the outside of the building this way and around to the classrooms, but please be aware there are some very steep steps, and we would advise using the pedestrian entrance to the left-hand side by the vehicle entrance. Please note the

'waiting' areas on the map when you arrive with your child in the mornings which correspond to where your child's classroom is:



Parking

We anticipate that the temporary building will remain on our car park site until October half-term. The building is still being used for storage for items of our furniture that we cannot yet put into our new building, and the deconstruction of this building will take some time. Staff will continue to park in the car park that was used this year. There is no facility for parent/carer parking in this area due to the size of this car park and need for emergency access.

You may be aware from the Berryfields Facebook group that Councillor Paul Irwin posted to alert residents that the yellow and white lines around the school were being painted last weekend. It is our understanding that the lines are now 'official' and can now be enforced by the Traffic Wardens.

You will note from the map in blue that there are some parent parking bays directly in front of the school building (approximately 10). These are designed for drop-off only and we ask that parents/carers do not park here for considerable lengths of time and leave their cars, blocking up the drop-off spaces for other users at key times. Please also note on the map the 'in' and 'out' of the drive way.

For those parents who do decide to drive and park nearby, we ask that you are considerate to our local residents and do not block driveways or footpaths, also ensuring that pedestrians can cross roads safely without the danger of parked cars obscuring the road. Thank you for your co-operation with this.

Start of Day Arrangements

School gates to the playground will be open from 8.30am, and children should not be on the school grounds before then. Children will enter the school through their external classroom doors. Classrooms doors open at 8.40am and then closed again at 8.50am; this allows parents to drop-off children at their convenience within this ten-minute window. Classroom doors are shut at 8.50am, and any child who arrives after this time will need to go through to the main reception area where they will be marked as 'late'. Whilst this should not be a concern until our

children are a little older, please can I remind parents/carers that they still maintain responsibility for their child until 8.40am if left in the playground, as they will not be supervised by school staff until classroom doors open. School playground gates will be locked at 9.00am and we respectfully ask parents and carers leave the school play areas by this time.

We ask that for your own safety and that of the children, you do not enter the site through the vehicle entrance as there will potentially be cars turning into the school in this confined area.

End of Day Arrangements

School gates to the playground will re-open at 3.00pm each afternoon to allow parents and carers to come in and wait on the premises until their child is dismissed from class at 3.15pm. We ask that you wait in the respective play area for your child as shown on the diagram and staff will release your child at 3.15pm when they know that a trusted adult is there to collect. Please bear with us in the first few weeks as our staff get to know all the parents and carers which will speed up how quickly we can dismiss the children, and also allow us time to make adjustments to make sure the system is as efficient as possible.

Breakfast and After School Club

For those children who will be attending Busy Living for Breakfast club, they will enter the building through the Little Ridges Nursery main entrance, where they will ring a bell and Busy Living staff will come and collect or greet you. Children will be escorted to and from their classrooms at the start/end of the school day by Busy Living staff.

Parents and Carers should collect the children from the Little Ridges Nursery entrance where they will be met by Busy Living staff after ringing the bell. Please note that it is our intention that Busy Living will operate out of one of our Year Five/Six classrooms when they are completed for ease of access, and so this current location is a temporary measure until the completion of the remaining classrooms.

Please remember for any enquiries about enrolling your child in the breakfast or after-school club, please visit their website [here](#). You are able to book ad-hoc sessions or a regular booking for each day/week.

Children starting Reception (Willow/Birch Classes)

In your welcome pack, you will have also received details about the group your child is placed in next week as part of the staggered starts – either group one or group two.

	Group 1	Group 2
Monday	8.50am-12.00pm	1.00-3.15pm
Tuesday	1.00-3.15pm	8.50am-12.00pm
Wednesday	8.50am-1.00pm (includes staying for lunch and playtime)	
Thursday	8.50am-3.15pm – ALL DAY (includes staying for lunch and playtime)	
Friday	8.50am-3.15pm – ALL DAY (includes staying for lunch and playtime)	

If you are collecting your child at 12.00pm, we will ensure that our playground gates are open at 11.50am in order for you to come and wait outside the classroom. For those parents and carers dropping children for 1.00pm, gates will open again at 12.55pm.

Children starting Little Ridges Nursery (Little Acorns/Little Berries)

Those children in Little Acorns class have already received their home visit at the end of the summer term and have already received details about when their first session is. For those children in Little Berries, members of the nursery staff will be coming to visit you as part of their home visit schedule next Monday and Tuesday as already arranged.



Returning paperwork and forms

Many new parents/carers may still have forms to return to us (e.g. contact details, school meal forms etc.). We kindly ask that you bring these on Friday to the school visit/tour to reduce the number of office queries the following week. Please ensure that all forms are returned to Mrs Erdos/Mrs Rosser in the school office, and not via your child's Class Teacher.

School Lunches

All children in Reception, Year One and Year Two are entitled to universal free school meals. We will be providing a packed-lunch option for all children during the first week of operation (10th-14th September) in order to provide our kitchen staff with sufficient time to prepare the kitchen ready for cooking hot meals the following week. Children will be able to select from either a cheese, ham, tuna or egg roll, which will be accompanied by a biscuit/cake, piece of fruit and a drink. If you would prefer for your child to have a packed lunch provided by home, you are more than welcome to provide this, but please ensure that it remains a healthy content and is labelled in an appropriate lunchbox/bag. Please remember, no glass, cans, fizzy drinks, sweets or any nut-based products. As a reminder of what lunches can/cannot contain, please see the Parent Handbook which has been given to you as part of your induction pack.

For those new children, it would really help us if you discuss with your child ahead of the school day which of the menu choices they might like to try. For some of our younger children, making the decision on your own in class can be a lengthy process, so it would help us speed up the ordering of the meals!

Herts Catering Limited (HCL) have an allergy website for new applicants. All applications for these menus need to be submitted through this to ensure that they have all the relevant information and to make sure that all parties are aware of the allergy/intolerance (such as the school office/cook etc).

Due to the growing number of children with allergies and intolerances HCL are only able to provide special diet menus where evidence can be provided from a medical professional, such as a GP, hospital consultant or registered dietitian. Their nutritionist will then be able to review the information and, where appropriate, create a suitable menu.

The application form can be accessed using this link [here](#) and usually takes about ten minutes to complete. Once submitted you will then receive confirmation that it has been received and you will know if a suitable menu can be provided within a maximum of 4 term time weeks, but usually much sooner.

Children in Year Three are no longer eligible for universal free school meals, and unless you continue to be eligible due to your individual circumstances, you will be required to pay for school meals or provide a home packed lunch. You will have already received a letter from Mrs. Erdos about this at the end of last term.

Children in Nursery, Reception, Year One and Year Two will also be given a piece of fruit at morning break as part of the free fruit and vegetable scheme for schools. You do not need to send your child with any additional snacks. Children in Year Three will need to provide their own piece of fruit. We ask that you do not send cereal bars, rice cakes or yoghurts, or any other form of snack.

I hope that this information is useful, and we look forward to seeing you on Friday for the visit or next Monday morning.

Yours faithfully,



Mr. Aaron Wanford
Headteacher