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Monday, 10th September 2017

Welcome Back – Start of Term Update

Dear Parents and Carers,

It has been just wonderful to see so many children showing their enthusiasm for the official start of term this morning as they came through the gates looking very smart in their uniforms and eager to start back at Green Ridge. On behalf of all the staff and Governing Body, I would like to extend a very warm welcome to all our new families and children who join us this week both in the Reception classes (Birch and Willow) and those families who have just joined us in other year groups from other schools.

Thank you to all of the families who came along to see us on Friday afternoon, and I must say a heartfelt thank you to all of those parents, carers and extended family members who gave us such wonderful feedback about the building and feel of the school. We are absolutely delighted with our school, and although there is still some work to do to make it fully 'complete', I am sure you will agree it does give our children the very best opportunities for learning.

As I said to parents last year, we are in a very unique position opening in a brand-new building this year, and as a new school itself last year; it is a privilege to be part of its inception, along with the children, staff and yourselves. We know there will be teething issues, as there always are with new buildings and systems, and so please just bear with us as we encounter them! We will always aim to ensure we are open and frequent with our communication so that you know what is happening, and if there have to be any changes which affect the daily running of the academy.

Communication

This letter is being sent out as a hard copy and through our electronic mailing system today to ensure that all families receive this important communication. We will strive to be as eco-friendly as we can and only send out paper copies of communications which require written responses. We ask that you check your e-mail box today to ensure you have received this letter through our communication system; if you have not, it is likely that we do not hold the correct e-mail address for you (or indeed, any e-mail address) and you will subsequently miss all communication going forward. Therefore, please e-mail admin@greenridgeacademy.co.uk to give us the correct address or pop into the office to speak with Mrs Rosser who will update our system. Please also remember to check your spam/junk box as occasionally messages can go missing there!

All communication letters will always be displayed on our website the day they are sent out, and if you ever want to check if you have missed anything, you can do so [here](#). From today, all communication will continue to be electronic.

Our weekly *Green Ridge Round-Up newsletter* is published each Friday and sent out via our mailing system. Please look out for this on Friday. Again, this is always published on the website each week [here](#).

Meet the Teacher Information Sessions

In the summer term, the Year One teachers held their meet the teacher information session for parents/carers. For those parents in Reception, Year Two and Year Three, each class teacher will be holding a short information session for parents over the next few weeks. The purpose of these meetings is for you to understand about the curriculum expectations for your child's year-group, specific arrangements and timetabling matters and also give you the opportunity to ask any questions you may have. The meetings will also give you strategies and ideas of how you can further support your child at home with the curriculum.

These meetings will be particularly useful for parents/carers who were unable to attend the parent/carer induction meetings in the summer term, but will also be useful for all parents as it will contain specific arrangements and expectations for your child's class for the coming year.

For those parents/carers who are unable to attend the time listed below, a hand-out pack of presentation slides and any other relevant information will be passed on to your child the following day. These will also be available on our website under your child's year-group curriculum page.

The times are as follows:

Year Group	Date	Time	Location
Reception (Willow and Birch)	Monday, 24 th September	2.15pm	Main Hall
Year Two (Oak)	Wednesday, 19 th September	2.30pm	Oak Classroom
Year Three (Cedar)	Wednesday, 19 th September	2.30pm	Cedar Classroom

Please enter the school through the main entrance when you arrive.

Safeguarding

At Green Ridge we place a high emphasis on safeguarding our children at all times – both inside and outside of the school. As the named Designated Senior Person for Child Protection and Safeguarding, any matters about child safety or concerns you may have about a child or family should come to the immediate attention of myself. Mr English, our Deputy Headteacher, Mrs Mackie, our Assistant Headteacher and Mrs. Erdos, our School Business Manager are all Deputy Designated Senior Persons. We work jointly in all matters of safeguarding and if you need to speak to any of us, please make an appointment through the school office.

As an academy trust, we review our safeguarding procedures and systems regularly, and a copy of our Safeguarding and Child Protection Policy can be found on our website [here](#). It is important for us to maintain a clear record of anybody who is in the school for reasons of safeguarding as well as Health and Safety. Any parent/carer who needs to go beyond the foyer/entrance area will be asked to sign in and will be accompanied by a member of staff. Our accessibility toilet is for the convenience of our children and visitors to the school, and we kindly request that parents do not unnecessarily come into school to use this, unless in an emergency.

Health and Safety

Just a reminder that the access into Green Ridge is via the pedestrian entrance, located to the left of the school site, which means walking past the vehicle entrance to get in. So that we can ensure that we keep everyone safe from any vehicles turning into the school drop-off zone, it's really important that parents, carers and children use the clearly marked pedestrian walk-way. For everybody's safety, please do not cut across the car entrance to the school to get to the playground.

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 this time. Children will enter the school through their external classroom doors. Classroom doors open at 8.40am and then close 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'. School playground gates will be locked at 9.00am and we respectfully ask parents and carers leave the school play areas by this time.

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, and staff will release your child at 3.15pm when they know that a trusted adult is there to collect. Gates to the playground will again be locked at 3.30pm.

Key Diary Dates

Tomorrow, you will receive list of school dates for the coming academic year. These dates are produced to allow parents and carers sufficient opportunity to plan around any specific events that may be happening where family members are invited to attend. Please note that any events marked in red denote that these are for parents/carers to attend, if they wish, and you are very much invited to. Ones marked in purple are specifically for new parents for September 2019 about starting school and applying for a school place. All other dates are for your information about what is going on each month in school. At the time of writing, some dates remain 'provisional' on the date list and are subject to change depending on what can be arranged. We will update you as soon as these are confirmed.

I am really looking forward to another very special and exciting year at Green Ridge, getting to know all of our new. You'll often find me or one of the leadership team outside in the mornings – on the gate or in the playgrounds; do come up and say hello as we try to learn everybody's names and faces, and if there is anything you want to ask or check, please do just ask.

Enjoy the first week back!

Yours faithfully,



Mr. Aaron Wanford
Headteacher