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Executive Headteacher: Mrs. Salima Ducker
Head of School: Mrs. Libby Thomassen

Thursday, 4th October 2024

Procedures and Polite Reminders

Dear Parents and Carers,

As we have settled into the first half of this academic year, we thought it would be beneficial to remind and share with you a few procedures and reminders that we have in place. We appreciate that the first couple weeks back, particularly at drop-offs and pick-ups are extremely busy, and the extreme wet weather has made it somewhat difficult in keeping a smooth start/end to the day. That being said, some of the expectations and standards have dipped (e.g. children and adults riding bikes/scooters into the school grounds, parents/carers parking inconsiderately in the community or not reporting absences), and we would like to take this opportunity to remind you of the following.

Parking around the estate

We have had a number of unhappy residents who have contacted the school because of the inconsiderate parking from parents/carers during drop-off or pick-up times. This has included parking over driveways, as well as physically pulling onto driveways, stopping or parking on the zig zag lines or at a junction. We really want to foster good relationships with our community and local neighbours and would ask that parents/carers are mindful about where they park vehicles around the school. This is to ensure everybody's safety and keep our entrances and exits clear. With the many, many cars travelling up and down President Road and Laxton Road, we want to ensure that our children can cross the road safely to get to where they need to be without the hidden danger of parked cars obscuring views. We encourage everybody to walk or travel to school without using a car; many of our families live within walking distance and so it is important that we keep our pathways and access clear to allow this.

Bikes and Scooters

It is great to see so many children and adults riding bikes or scooters to school. Please can we encourage parents/carers and children to dismount from their bike or scooter when they reach the school premises and continue the journey on foot through the gates. This is to ensure the safety of everybody within the school grounds.

Dogs on site

As the school continues to grow, we have noticed that more and more families are bringing their four-legged friends on the school run. For health and safety reasons, we are kindly asking that dogs are not to be brought on site, except for guide dogs.

Start and finish times

A reminder of our start and finish times can be found below. Please do familiarise yourself with the timings and locations and refer to the internal and external site plan layouts enclosed.



REACH2 Academy Trust is a charitable company limited by guarantee in England and Wales, Company number 08452281
Registered office Address: Henhurst Ridge Primary Academy
Henhurst Ridge, Branston, Burton Upon Trent, Staffordshire, DE13 9TQ
Tel: 01283 246433 Web: www.reach2.org Twitter: @reach2trust info@reach2.org VAT Number: 220 8862 15

Pupils may wait outside on the playgrounds from 8.30am but pupils should **not** arrive at school before 8.30am. Classroom doors open at the times specified below, and children are allowed 10 minutes to come into the classroom and begin their early morning fluency. External doors will close at the time of registration, and any children who arrive at the door after this time will be directed to the school office where they will be marked as late and required to sign in via the InVentry system. Staff are asked not to open external doors after the official school start time (either 8.45am for EYFS/KS1 or 8.50am for KS2) as the school day will have already started.

Pupil Absence Reporting Procedures

As a reminder we ask that if your child is going to be absent from nursery or school that you call the school on 01296 326 320, and press option 1 to report an absence before 8.40am every day that your child is absent. This will give you the opportunity to leave a voicemail. If you are unable to call the school, then please e-mail the school using the following email address absence@greenridgeacademy.co.uk.

Thank you for your continued support and cooperation.
Yours faithfully,



Miss. Libby Thomassen
Head of School