

Greenway Academy

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A Castle Trust Partner

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Dear Parents/Carers

We are pleased to see how well the children have settled back into school after the half term break. We hope you find this letter useful as it contains reminders and clarification of school policies and procedures.

How is the school day organised?

08:40 Children are collected by class teachers from the playground

08:45 Learning starts

10:30 Lower School Break/Upper School Assembly

10:45 Lower School Assembly/Upper School Break

12:30 Lunchtime

15:30 End of the school day. Teachers dismiss all children from the playground

What are your usual drop-off and pick-up arrangements?

- In the morning, children need to be delivered onto the playground by 08:40. Supervision by the School Team begins at 08:40.
- At the end of the school day, teachers will bring their respective classes onto the playground for dismissal at 15:30.
- We ask parents/carers to clearly inform children of any change to their regular pick-up arrangements before school starts. If pick-up arrangements change during the school day, please advise the school office who will then inform your child.

How can I communicate with the school?

There are a number of ways that you can communicate with teachers and the Senior Leadership Team (SLT) at Greenway.

- Firstly, all teachers are available on the playground in the morning before learning starts and at the end of the school day, this is a good time to relay any quick/straightforward messages.
- You are most welcome to email the school office office@greenwayacademy.co.uk to pass on key information to teachers and SLT.



Greenway Academy Attendance Target – 97%



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- We discuss your child's learning and progress at termly Pupil Learning Conferences (PLCs).
- Finally, you can book an appointment with your child's class teacher or with SLT through the office if you have a concern or wish to discuss a matter personally.

What are the home learning expectations for my child?

- We like children to read at least four times at home over the course of the school week. Your child will be given a Reading Record/Home Learning Diary where there is space for you to comment on your child's reading if you wish.
- Weekly mathematics home-learning is set using MyMaths an online home-learning tool.
- Times Tables Rock Stars to practise quick recall of times tables.
- Weekly spellings are set by the class teacher.
- Finally, we also set a series of optional half-termly home-learning tasks that link explicitly to our Creative Curriculum. These tasks are designed to be fun, engaging and create opportunities for families to come together to share meaningful learning experiences.

How might I contribute to the Greenway community?

It is vital that parents, pupils, neighbours and staff feel that they can contribute to the wider community at Greenway. Here are a few suggestions:

- Volunteer during school trips;
- Hear children read in school;
- Join the PTA and/or assist at any number of PTA events; for further details: [How to PTASocial.pdf](#) ;
- Attend celebration events and come to PLCs with your child;
- Follow us on Twitter [@greenwayacademy](#);
- Respect our School Core Values of Respect, Courage, Compassion, Integrity and Aspiration. Please take time to read our Parental Engagement Policy. [Policies\Parental Engagement Policy 2018.pdf](#)

Kindest regards,

Karen White
Headteacher



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