

Greenway Academy

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A Castle Trust Partner

Dear Parents,

We are thrilled that you have chosen to send your child to Greenway Academy for the next stage of their learning journey. This *Frequently Asked Questions* document has been produced based upon the feedback that we received from parents last year to further aid the transition process for you and your child.

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 my child's teacher?

- There are a number of ways that you can communicate with teachers 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 senior leadership team.
- We discuss your child's learning and progress at termly Pupil Learning Conferences. There are three 15 minute PLC appointments each academic year.
- You will receive an academic report each year in the Summer Term.
- Finally, you can book an appointment with your child's class teacher for an appointment through the office if you have a concern or wish to discuss a matter personally.

What happens during my child's first week at Greenway Academy?

- For the first two days of the new academic year (Tuesday 3rd September and Wednesday 4th September), we ask parents/carers to bring children into the school hall where they will be met and collected by their child's class teacher. During these two days, we ask parents/carers to collect children from the school hall at the end of the day as well.
- On Thursday 5th September we start the usual collection/drop-off procedures with new Year 3 children.
- Across the school, we run a *Learning to Learn* series of activities with the children so that they understand our expectations and how we operate at Greenway Academy. This is a hugely engaging, fun and active process that equips all children with the skills to be successful at Greenway Academy.
- On Friday 6th September at 3.30pm, there will be a "Question and Answer" session for new Year 3 parents/carers.
- On Friday 13th September at 2.45pm we would like to invite new Year 3 parents/carers into school so that they can see their child's learning.

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.
- Ongoing use of Times Table Rock Stars to practise times tables.
- Weekly spellings are set by the class teacher and Spelling Shed, our online home-learning tool, supports learning at home.
- 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 or assist at PTA events (more information available on the Greenway Academy Website)
- Follow us on Twitter [@greenwayacademy](https://twitter.com/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](#)

Hopefully, you have found this information useful. However, if you have any other questions, we will endeavour to answer as many of them as we can during the presentation to parents on Thursday 27th June or Friday 28th June.

Kindest regards,

Amanda Parkin
Head of the Lower School