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Head of School: Miss. Libby Thomassen

Thursday, 5th September 2024

Start of Term Update – September 2024

Dear Parents and Carers,

Welcome back to the start of the new academic year. I hope that everyone has managed to have an enjoyable summer break, whatever you got up to. I do hope it has given you all the chance to refresh and recharge and spend some time with your families and friends.



Just before Miss. Thomassen shares a short update with you all ahead of the new term starting, I would like to take this opportunity to officially introduce myself to you all. My name is Salima Ducker, and for the Autumn term, whilst we look to appoint a new Headteacher for Green Ridge Primary Academy, I shall be leading and supporting the team here as the Executive Headteacher. I was fortunate enough to meet with some of you at the end of last term but hope to get to know more of you during the Autumn term. I remain Executive Headteacher of my other school in Reading, Civitas Academy, so when I am not here with you, Miss. Thomassen will be leading as our Head of School. I am thrilled to be here and supporting Green Ridge during this interim period, and if you see me about, please do come and say hello.

We would like to give a warm welcome to all our new children and families that are joining us at Green Ridge this term, whether that be in Nursery, Reception or elsewhere in the school. Our school building is now completely built with the extension opening to the children on Monday. It has been a mammoth task this year to complete the school, and we appreciate the impact that it has had on the surrounding community. There are still some more minor elements of the build/outdoor spaces to be completed in the coming weeks, but we cannot wait to share photos with you within our newsletter next week.

As shared with our families at the end of the Summer term, the carpark is now for staff use only and will remain closed to parents/carers, as this supports the increased number of staff as the school has expanded. We thank you for your understanding and support with this, and where possible we recommend that families endeavour to walk/cycle/scoot to school or consider lift sharing or park and stride as alternative options. The one-way system of entering/exiting the school will continue until the far entrance of the school is open (which we hope will be in the first week or two!).

Today's letter is just a short update ahead of the term starting on Monday, and firstly a reminder to everyone that children are returning to school on **Monday, 9th September**. Pupils in Nursery and Reception have already had separate information about specific start times and staggered start dates

over the first few days back. Our weekly round-up newsletter will be sent to you next Friday as usual, but until then, hopefully this will tide you over.

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.

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.

Year group	Location Drop-Off and Pick-Up	Drop-Off Window/Time	School Starts	School Finishes
Nursery	Nursery front door	8.35-8.45am	8.45am	3.15pm
<i>Please note: Children attending morning sessions should only be collected at 11.45am, those attending the lunch session should be collected at 12.15pm and pupils attending afternoon sessions are to start at 12.15pm</i>				
Reception (Birch and Hazel class)	EYFS front gate	8.35-8.45am	8.45am	3.15pm
Reception (Willow class)	EYFS side gate			
Year One	Classroom door			
Year Two	Classroom door			
Year Three	Classroom door	8.40-8.50am	8.50am	3.20pm
Year Four (Rowan)	Classroom door			
Year Four (Ash)	KS2 corner fire exit as unable to access external classroom door at current			
Year Five	Classroom door			
Year Six	UKS2 fire exit as unable to access external classroom door at current (accessed from the main playground where the join of the old building and extension can be found)			

What should my child bring on Monday?

As a brief checklist for the first day back, please consider the following before you set off from home:

- ✓ Named water bottle
- ✓ Book bag (YR-Y2) or suitable sized rucksack (Y3-Y6)
- ✓ Lunchbox (if having packed lunch)
- ✓ PE kit

✓ Medications (to be handed to the **school office** by parent/carer noting that relevant paperwork will need to be completed)

Please just bear with us in the first few days of term as it is an extremely busy time with many parents/carers wanting to come to the offices to ask questions, handover medication or return paperwork etc. We will have all hands-on deck, but we are a small admin team, so we kindly ask for your patience. If possible, we will arrange to either call or email you back later in the day if we are unable to resolve your query in the moment. We assure you that we will always get back to you, and we appreciate your understanding at this busy time.

Take One Book Celebration – Friday, 13th September

During the first week back, children within Year One to Year Six will be taking part in a 'Take One Book' project where they will be producing some work around the book 'Varmints'. We are therefore inviting parents/carers of children from Year One upwards to visit your child's classroom from 2.30pm on Friday, 13th September. This will be a fantastic opportunity to see the work the children will have been working so hard on.

Please note that this year there will not be separate 'Meet the Teacher' meetings, instead this information will be uploaded to the school website by Tuesday, 11th September making the 'Take One Book' celebration the perfect opportunity to meet the teachers and support staff within your child's classroom and put names to faces!

And finally...

There will be our usual flurry of start of term communications from next week, so please do keep an eye on your inbox, although we are mindful of your feedback about not overwhelming you. The start of term and the new year is always exceptionally busy for all staff, getting to know new parents/carers and families and making sure everything is in place that needs to be. Inevitably, there may be some minor glitches along the way, but if you do have any feedback for us, please remember to let a member of the team know. The senior leadership team and I will be around at the start and end of each day, so please do come and say hello or pass on any comments/feedback.

Enjoy the last weekend of the holidays and we look forward to seeing you all on Monday!

Yours faithfully,



Miss. Libby Thomassen
Head of School

