



Children are at the centre of everything we do

Wednesday 1 September 2021

Dear Parents/Carers

I do hope that you have all managed to have a good break and spend time with family and friends. The staff and I are looking forward to seeing you all tomorrow.

I wanted to write to you before term starts to explain how we will all return to school, following the further changes the government made on July 19 for all educational settings with regards to COVID restrictions.

At Greenway all staff will continue completing lateral flow tests twice weekly and we will continue with our hand sanitising/washing routines for all.

Below are the new routines for dropping and collecting children at the beginning and at the end of the school day. For the sake of clarity, parents are now allowed onto the school site via the main school gates on Crossways and via the gate at the St Thomas More entrance. If you use the St Thomas More school main gate, you will be able to access Greenway school site through the internal fence gate (which separates both schools) as this will be open before and after school. This internal gate remains locked during the school day.

Arrangements for the beginning of the day:

Years 3, 4, 5 and 6 (KS2)

8.50am - The school bell will be rung and teachers will meet their class on the main playground. Each class will line up in front of their class teacher. Parents are kindly asked to leave the school site promptly.

Years 1 and 2

8.55am - The school bell will be rung and teachers will meet their class on the main playground. Each class will line up in front of their class teacher. Parents are kindly asked to leave the school site promptly.

Reception (8.55am) and Nursery 9am

Parents will walk to their children's classroom and leave their child/ren with the class teacher before leaving the school site promptly.

Arrangements for the end of the day:

School ends at 3.15pm for all children in Reception - Yr 6. At the end of the day children will be handed over to parents from the classroom door, unless in Yr 5 and Yr 6 they have permission from their parents/carers to walk home by themselves.

Nursery morning session ends at midday and parents will collect children from the classroom door.

Nursery children staying for 30 hours - their afternoon session will end at 3pm and parents will collect children from the classroom door.

Drop off and pick up for Breakfast Club and After School Club will remain the same.

You will appreciate that the dropping off and pick up arrangements are new for all of us and your cooperation with these are vital for smooth transitions to take place at the beginning and at the end of the day. The children coped brilliantly with the dropping off and picking up arrangements last year and were very competent in lining up in front of their class teachers, without their parents support on the large playground!

We will be reviewing these arrangements over the next few weeks, but currently feel that what we are putting in place is a good compromise that allows parents on site, but also supports the independence that the children have built up over the past 18 months while COVID restrictions were in place.

Nursery and Reception families - we will be supporting you over the next few weeks at the beginning of the day to ensure that all the children settle quickly.

Medication

Please can you ensure that all asthma inhalers, Piriton and epipens are returned in date to the school and given to your child's class teacher.

School Office

We have appointed a new Office Manager - Mrs Jo D'arcy and I know you will welcome her into the Greenway community.

At the end of last term I wrote to you all on behalf of the school office to commend you all on your 'efficient admin' over the past 18months during COVID restrictions where you were not allowed onto the school site. This efficient admin I am hoping you can all maintain and that visits to the school office can be kept to a minimum. I appreciate your cooperation in this matter.

Communication with class teachers

You will appreciate the importance of a prompt start to school for every child. If you do want to communicate with your child's class teacher then please continue to do so via email, which has worked well over the past year.

If your message is urgent, I would advised copying into your email the school office – admin@greenway.herts.sch.uk as they will be picking up emails during the day, while teachers are busy teaching!

Nursery	Mrs Tritton	lorraine.tritton@greenway.herts.sch.uk
Reception	Miss Bassil	lucy.bassil@greenway.herts.sch.uk
	Mrs Harris	lauren.harris@greenway.herts.sch.uk
Year 1	Mr Loczy	mark.loczy@greenway.herts.sch.uk
Year 2	Miss Dell	kayleigh.dell@greenway.herts.sch.uk
Year 3	Mrs Crockett	amy.orr@greenway.herts.sch.uk
Year 4	Miss Stewart	katie.stewart@greenway.herts.sch.uk
Year 5	Mrs Deb	pj.gohel@greenway.herts.sch.uk
Year 6	Mrs Bennett	janine.bennett@greenway.herts.sch.uk

Lunches

We will be re-sending the lunch letter we sent to you before the summer break, to remind you of what we have put in place this term.

Snacks

Please do not send in anything containing nuts, sesame, hummus or avocado for snack or lunch due to children's allergies. Thank you for your cooperation in this matter.

Children are allowed to bring in a snack that they can eat at morning break. Children in Nursery, Reception, Year 1 and Year 2 are provided with a free daily piece of fruit or vegetable as part of the Governments scheme. However, they are more than welcome to bring in a snack from home as well.

Children in Yrs 3-6 (KS2) can bring in a snack from home. We would recommend anything from the list below:

Rice cakes, bread sticks, fruit, cheese sticks/babybel. No chocolate or crisps.

I look forward to seeing you tomorrow and working with you all this academic year.

Regards
Katharine Ellwood
Head teacher