



5 September 2017

Dear Parent/Carer

Welcome to Greneway

I would like to offer a warm welcome to all pupils, parents and carers, families and friends who are central to the life of The Greneway Middle School. Having worked at Greneway a number of years, I take pride in it being a successful and thriving school and it is my privilege to work with our dedicated staff and governors.

As we prepare for another busy school year, we look forward to welcoming back all our pupils and extending a special welcome to our new Year 5 pupils as they begin their school life at Greneway. We wish them a happy and successful time over their four years with us.

At Greneway, we view the partnership between parents/carers and ourselves as hugely important. We aim for you to feel informed and able to get involved in school life. Communication is clearly paramount and the website, newsletters, Tweets, the learning journal and information sessions will all support this. The following section of this letter aims to alert you to key information.

Parent/Carer Consultation Sessions

If at any time you have a concern, please contact your child's form teacher. The form teacher is responsible for the pastoral care of each child in their class and is therefore recognised as key to the pastoral system. The Year Leader oversees the whole year group, co-ordinating a team of staff to support pupils' needs. We have been very proud of the close relationship with parents and carers that we foster and we aim for all parents/carers to attend Parent Consultation Sessions. The dates for these this term are:

Year 5, 6, & 7 Form Interviews	Thursday 19 th October	4.00- 7.00 pm
	Wednesday 1 st November	3.40 – 5.40 pm
Year 8 Curriculum Interviews	Thursday 23 rd November	4.00- 7.00 pm
	Wednesday 29 th November	4.00- 7.00 pm

Learning Journals

These are an essential form of communication and we aim to have all journals signed weekly by parents/carers and form tutors. Please encourage your child to show their form teacher immediately when there is a comment from you. Similarly, should a teacher be communicating through the journal, you need to be informed.

School Website

We hope you will find the school website (<http://www.greneway.herts.sch.uk/>) a useful source of information.

Tweets by @Greneway Schools

Our Twitter feed is available on the school website and we encourage you to follow us to keep up to date with news and events, it is updated several times a day.

Blog

Our school blog is currently issued twice weekly (Wednesday and Friday) and is available via the school website (<http://www.greneway.herts.sch.uk/>)

Uniform

I would like to take this opportunity to remind all pupils and parents that hard work, good behaviour and smart uniform are essential at Greneway. Please ensure that your child is dressed in the correct uniform and shoes for school each day and that all items of clothing are named. Extreme fashion haircuts and dyed hair are unsuitable for school. Please contact the school if you are in doubt about what is acceptable. All items of school uniform are supplied by Schoolyard Ltd and can be purchased online from greneway.schoolyardonline.co.uk. Please note that we do not hold items of uniform in school, however we do have a small selection of second-hand Greneway sweatshirts which can be purchased for a donation.

Mobile Phones

If Year 5 and 6 pupils need a mobile phone with them, the named mobile phone should be placed in their form "mobile box" which is taken to the school office after morning registration for safe keeping and then taken back to the form room at the end of each day. Year 7 and 8 pupils are entitled to use their lockers to secure their mobile phones but phones must be switched off.

Pupil Absence (First Day Response)

To ensure the safety of your child we need to know promptly if he/she is unable to attend school. We require you to telephone the office before 9.15 am on **each** day of your child's absence or e-mail absence.greneway@rsat.org.uk to provide your child's name, form and reason for absence. If we do not hear from you, we will text you to inform you that your child is not in school and to ask the reason for this absence. When your child returns to school they should bring a signed note confirming any absence.

School Photographer

The school photographer will be with us on Wednesday 13th September. He will take photographs of individual pupils and there will be an opportunity for a family photograph of brothers and sisters within Greneway. Photographs will be sent out to you before half term and you will have the option to purchase copies.

It is really important that we work together to support each other in making sure your child gets the best education possible. At Greneway we create a strong ethos for learning. We are ambitious for our pupils and encourage them to be ambitious for themselves. We aim for pupils to grow in confidence and social skills as well as academically. I am confident that 2017–2018 will be another busy and successful year and I look forward to meeting you at various events.

Yours sincerely



Laura Rawlings
Headteacher