



Parents / Carers information

Green Top
2025/2026



Communication



Phase Leader email addresses:

EYFS - Miss Carter - eyfs@greentopschool.org

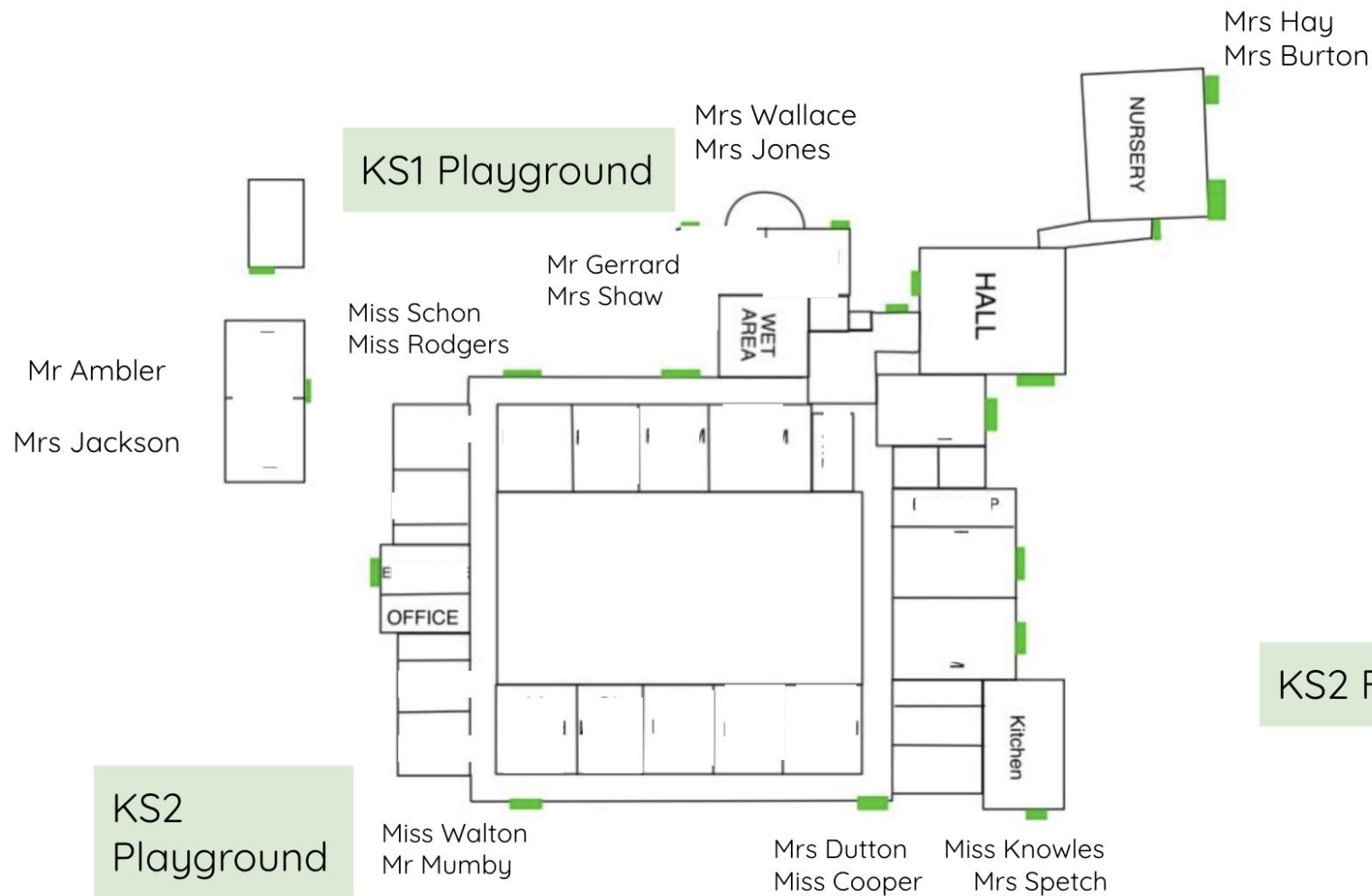
KS1 - Mrs Shaw - ks1@greentopschool.org

Y3/4 - Mr Mumby - y3-4@greentopschool.org

Y5/6 - Miss Knowles - y5-6@greentopschool.org

In the first instance please speak to crew leader or class teacher.





Start of the day



Doors open at 8:30am and learning starts as soon as the children are in class with our welcome to the day curriculum. Our crew curriculum starts at 8:40.

A member of staff will be on the doors until 8:40. If you have children at different locations around the school building, please don't worry, the door will still be open when you arrive. In addition to this, older children can access the building at their younger siblings door and walk through school to their classroom.

Gates will be locked at 8:50am daily. This gives a 20 minute window to ensure all parents are out of the school grounds before they are locked. We would like our children to be able to access the outside environment quicker but we can't do this until the gates are locked. We appreciate your support with this!

If you are late daily, this loss of learning time adds up over time to a considerable amount!



Punctuality



All school doors open at **8:30am** and close promptly at **8:40am** (except Nursery). If your child arrives after 8:40am, you must bring them to the **front office** to sign them into school. Please **stay with your child** until they have selected their school dinner.

- Children arriving late **will not be able to use the visual menu** available in classrooms.
- If your child arrives after **9:30am**, they will still be provided with a school dinner, but **they will not have a choice**—a meal will be selected from the menu for them.
- Any child arriving after 8:40am will receive an **'L' (Late)** mark in the register.

Thank you for your support in helping us start the school day smoothly and on time.

When a child is late for school:

- **They miss out on key learning** – often the introduction to the day's lessons.
- **It can be embarrassing** – arriving late may affect a child's confidence and sense of belonging.
- **It disrupts the class** – lateness can interrupt the flow of teaching and learning for others.
- **They struggle to settle** – missing the start of the day can lead to disorientation and poor concentration.
- **It affects achievement** – regular lateness adds up to lost learning time, which impacts progress.

The Numbers Add Up

- **5 minutes late every day** = Over **3 full days** of school lost a year
- **15 minutes late every day** = Nearly **10 full days** lost each year



Attendance

Report absence by **9:30am** via:

- Phone: leave a voicemail
- Email: office@greentopschool.org
- Speaking to a member of staff

Please explain: symptoms, when they started, and when your child may return.

Unexplained Absences

If your child is absent and we haven't been informed, we will contact you via phone call. *Unexplained absences* will be marked as **unauthorised**. We may contact all listed emergency contacts and/or make a **home visit**.

Attendance Expectation

If your child is registered at school, they are legally expected to attend **every day** the school is open—except in a few exceptional cases.

Medical/Dental Appointments

Please avoid during school hours where possible.

- Let us know in advance.
- Your child should still attend school **before or after** the appointment where possible.
- **Useful Link:** [Is my child too ill for school? – NHS guidance](#)



Water bottles



- Children should bring water bottles to school daily.
- Water bottles should only contain water due to other children's allergies.
- Also spills on carpets in the classrooms, can attract insects and rodents.
- Water bottles should be taken home daily to be washed!



After School Clubs



EYFS

- Children who are in nursery and reception will be in the nursery building for their EYFS after school club.
- Children accessing a club will be taken to club from class.
- Collection is at 4pm from the nursery building.

Whole school

- Parents need to sign up to after school clubs at the start of each term using the Google form.
- Clubs will start the second week of every term and will happen every week.
- Collection from the clubs will be from their normal corridor doors at 4pm.



Breakfast Club



Should you wish to access our **breakfast club** you can book by contacting Mrs Fitzpatrick: office@greentopschool.org.

Please include the following details: name, teacher, any allergies/dietary requirements, days required and a Contact number.
Breakfast club runs from **7:30am to 8:30am daily at £2** per day which should be **paid in advance** via ParentPay.

<https://greentopschool.co.uk/category/extended-offer/breakfast-club/>



Sunset



Should you wish to access our **sunset club** you can book by contacting Mrs Fitzpatrick: office@greentopschool.org.

Please include the following details: name, teacher, any allergies/dietary requirements, days required and a contact number.

Sunset club runs from **4pm to 5:30pm daily at £5** per day which should be **paid in advance via ParentPay**.

<https://greentopschool.co.uk/category/extended-offer/sunset/>



Community meetings (Crew Champion)



If your child is chosen to be awarded with the Crew Champion certificate you will be invited to attend via a text message the day before.

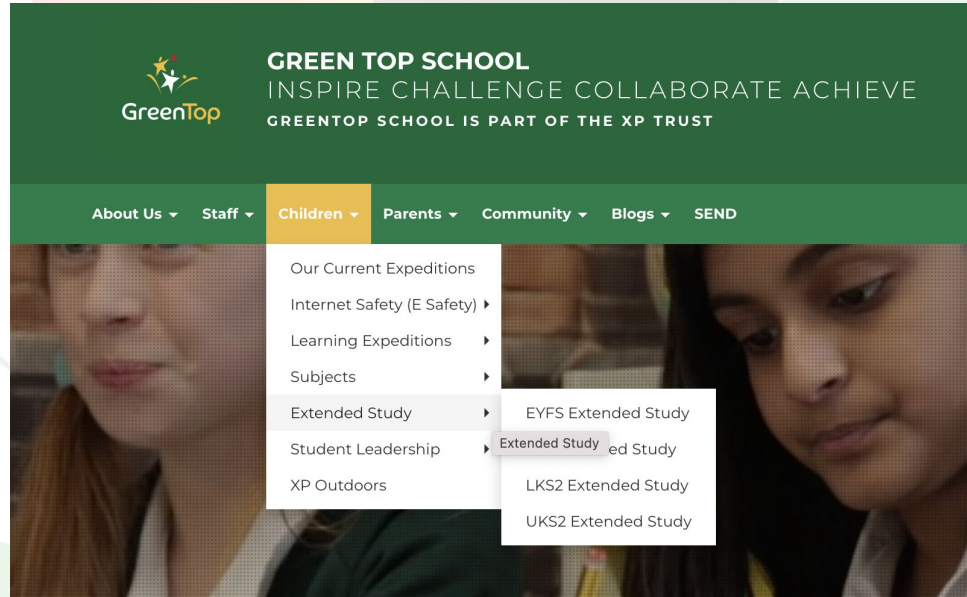
Phase	Day	Information
EYFS	Monday	2:30 pm - please arrive at the office where you will be shown to the hall.
KS1	Thursday	
LKS2	Tuesday	
UKS2	Wednesday	



Extended Study



If you would like to engage in extended study activities with your child. The extended study activities can be found on the school website under the 'children tab'



Uniform



Please ensure you add your child's name to ALL of their belongings. We are improving the amount of lost property in school with the things we are putting in place but names not being added to uniform seems to be the main issue we need to resolve.

Also, if you require support with uniform, please contact us and we will support where possible.

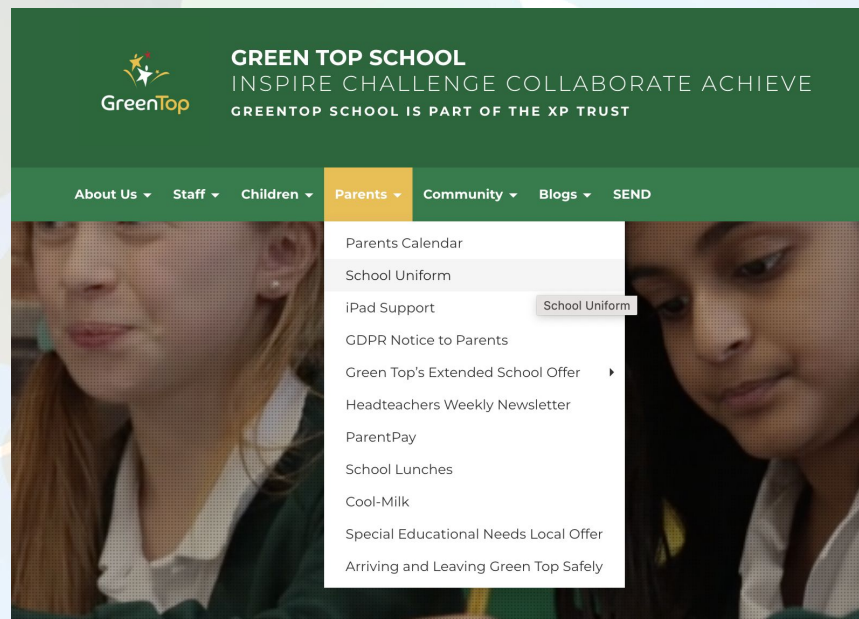
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PE KITS



- Please ensure that PE kits are in school on PE days. It is important that the children have the correct kit and footwear to ensure safety during the lesson. We also don't want children ruining their school shoes due to wearing them for PE and if it is outdoors, covering their shoes and uniform in mud!
- Correct PE kits **MUST** be worn in order to attend competitions and tournaments.
- All bags and kits will be sent home on a Friday so corridors are clear. Please send children's clean PE kits back into school on a Monday morning ready for their PE lesson.
- We have outside coaches delivering PE lessons this year and correct kit **MUST** be available for the children to take part safely in these sessions.

PE kit

- Dark Green Polo shirt (preferred School logo) and black shorts
- Trainers / pumps for indoors
- Ear-rings **MUST** be removed for P.E

If you need any further information or support regarding PE kit, please contact your phase leader!



XP Outdoor KITS



Suggested kit (if you need any support with the following items, please let us know - we don't expect you to buy additional clothing):

Winter Kit

- Long sleeved jumper
- Long trousers - waterproof if possible
- Warm hat and gloves
- Wellies or boots
- Waterproof coat

Summer Kit

- Change of clothes (old / sensible clothing for outdoor activities)
- Sunscreen
- Sun hat
- Water bottle



Personal belongings



- **EYFS** - Please can children bring spare clothes in their school bag in case a change of clothing is needed. Children will have access to water at all times.
- **Whole school** - no toys or personal belongings should be brought into school.
- **Whole school** - children **MUST NOT** bring sports equipment (including footballs) from home



Mobile Phones



- Mobile phones **MUST** not be brought into school by children unless they are in Year 5/6 and walk to/from school alone (which parents **must** give written permission for). Where possible, bringing mobile phones into school should be avoided.
- The phones will need to be handed in at the school office.
- Should a mobile phone be brought to school, it **MUST** be taken to the office and collected at 3pm or 3:55 if attending a club.
- Mobile phones in school are not insured and losses or damages are not insured by the school



Safety Around the school grounds



- Please **DON'T** drive into the school grounds to drop off in a morning and pick up at the end of the day. This is extremely dangerous for our children. Please use Bridge Street car park and help us to keep our children and community safe!
- Please walk down the path and not the drive, keep yourself safe!
- Please dismount your bikes / scooters on the school premises for everyone's safety.
- Use the scooter / bike parking bays on their playground to park them until the end of the school day.

We continue to receive complaints from our neighbours and parents regarding parking. Neighbours drives are being blocked, this is not OK. More importantly, our parents are concerned about the safety of our children and we couldn't agree more! Once again we would like to remind you of the nearby Bridge Street car park, please use this to ensure the safety of our children. I also advise that anyone with further complaints should contact Doncaster council or even the community police who have supported us in the past.



Safe Parking at Green Top School!

📅 19th December 2024 👤 Geoff Hewitt

Crew Council at Green Top are tackling an ongoing issue with parking around the school! They got together and made this video to make a stand for better parking in the community. Their message is clear – park smart, stay safe, walk more! You can watch their activism here...



<https://greentopschool.co.uk/safe-parking-at-green-top-school/>



XP.
TRUST



PARK SMART
WALK MORE
STAY SAFE