

## General Enquiries

### What are the times of the School Day?

<b>Monday</b>	
Wake up club/breakfast	7.45-8.30 am
Line up/registration/assembly	8.30-8.50 am
Period 1	8.50-9.50 am
Period 2	9.50-10.50 am
Break	10.50-11.10 am
Period 3	11.10-12.10 am
Period 4	12.10-13.10 pm
Lunch	13.10-13.50 pm
Period 5	13.50-14.50 pm
Period 6	14.50-15.50 pm
<b>Tuesday, Wednesday and Thursday</b>	
Wake up club/breakfast	7.45-8.30 am
Line up/registration/assembly	8.30-8.50 am
Period 1	8.50-9.50 am
Period 2	9.50-10.50 am
Break	10.50-11.10 am
Period 3	11.10-12.10 am
Period 4	12.10-13.10 pm
Lunch	13.10-13.50 pm
Period 5	13.50-14.50 pm
<b>Friday</b>	
Wake up club/breakfast	7.45-8.30 am
Line up/registration/assembly	8.30-8.50 am
Period 1	8.50-9.50 am
Period 2	9.50-10.50 am
Break	10.50-11.10 am
Period 3	11.10-12.10 am
Period 4	12.10-13.10 pm
Staff training	(No pupils)

### **Is there a Parent/Teacher Association (PTA)?**

This is called FOGS, Friends of Greenacre School and has been established for over a decade. There are events throughout the year and parents are encouraged to support by attending or helping running the activities.

Please contact Mr Batchelor on [batcj001@sflt.org.uk](mailto:batcj001@sflt.org.uk)

### **How can I get involved with the Academy?**

There are a variety of ways to get involved with the Academy including: attending Parent Coffee mornings, FoGS (PTA) meetings, Academy performances, please regularly visit the school website and follow us on Twitter and Facebook for upcoming events.

### **Is it okay to come into the office to ask questions or pay money?**

Yes, you are very well. You can also use Parent Pay.

### **Can I contact the Headteacher?**

Yes but we would encourage you to speak with the member of staff directly responsible for your area of concern first. Your child's form tutor is the first person you should make contact with in most cases. Call the school office and they will be able to help you with this is 01634 861593 or email [office@greenacre.medway.sch.uk](mailto:office@greenacre.medway.sch.uk).

### **What about lunch on Friday?**

Students can have lunch in the canteen on a Friday and will be supervised or can go home at 1.10 pm.

### **Pastoral**

#### **Who is the best person to contact about general questions?**

The form tutor is your main point of contact. You can also contact the Head of Year if you feel that the issues are not resolved. We also have Pastoral Support Assistant (PSA) who can also deal with many concerns.

#### **Heads of Year**

Miss Murphy – Year 7  
Mr McGregor – Year 8  
Mrs Fitzgerald – Year 9  
Mr Franklin – Year 10

#### **I'm concerned that my child is unhappy – who is the best person to talk to?**

Please contact your child's form tutor in the first instance.

### **Uniform**

#### **What if I have a query around uniform?**

Please call the main office or the pastoral team and they will assist you with any queries.

#### **What if my child's shoes break?**

Please send your son into school and the pastoral team will provide a spare pair for him to use until you are able to purchase a new pair.

#### **What if my child has lost or forgotten his tie?**

Your son/ward can go to the pastoral office and borrow a tie for the day if they have forgotten or lost their existing one. New ties can be purchased at the main school office.

### **Absence and Lateness:**

#### **Will the academy contact me if my child doesn't arrive at school?**

Yes. The Attendance Team work to monitor attendance, and will contact you by phone or text if your child is absent and you have not called in. Please make sure that your contact details are up to date. You can contact the school office with any change of contact details on 01634 861593.

#### **Who do I tell if my child needs to be absent from school for a medical appointment?**

Please contact the Attendance Officer on 01634 861593 if your son is going to be absent from school. Please note: medical evidence may be needed.

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### **What if I want to take my child on holiday during term time?**

The school will not authorise any holidays during term time, and there may be a fine issued to parents if they decide to do so.

### **When should my child arrive to school?**

Your child must be in school no later than 8.30 am. For years 7-10 line up starts at 8.30 am and any student who arrives after 8.35 am will be given a detention. Year 11 students should go straight to their form focus tutor for 8.30am.

### **What if my child is late because of the bus or traffic?**

If there is an isolated reason for lateness, please contact the school office.

## **Academic Progress**

### **Is it okay to email teachers directly?**

Yes. Please follow the link to the area of the website that will give you staff emails  
<http://www.sflt.org.uk/greenacre/about/teaching-staff-1-2/>

### **What if I am concerned about my child's academic progress?**

Please contact your child's teacher or form tutor to arrange a meeting to discuss concerns.

## **Behaviour**

### **How will I know if my child receives a detention?**

If your child receives a 30 minute detention you will automatically receive a text message. For any sanctions above 30 minutes, teachers will phone you to discuss the problem.

### **I'd like to discuss my child's behaviour outside of school – who is the best person to speak to?**

The Form Tutor should be your first point of contact and then your child's PSA can also support if needed. Please be aware that we may sanction students for misbehaviour outside of school and outside school hours if it has an impact on our reputation.

## **Homework**

### **Who do I contact about homework?**

Please contact your child's teacher to discuss your child's homework.

### **What are knowledge organisers?**

Knowledge organisers are used in years 7-9 for Maths, English, Science, History and Geography. They show students what they need to be revising at home for each term. Hard copies are given to students at the start of the term and need to be kept safe. Students will be quizzed on their knowledge fortnightly and will write dates of their quizzes in their planners. For more information please follow this link

<http://greenacreacademytrust.co.uk/greenacre/parents/homework/>

### **How much homework should my child be doing?**

This depends on the year group. As a guide students are expected to complete:

- Year 7 and 8 – 30 minutes homework per night
- Year 9, 10 and 11 – 45 minutes homework per night
- Years 12 and 13 – up to 3 hours homework per night

## **Admission**

### **How do I apply for a space during the academic year?**

Please contact the academy office on 01645 861593.

### **How do I apply for sixth form?**

Please contact our Head of Sixth Form, Mr Mallia on 01644 861593 or at

[malld012@sflt.org.uk](mailto:malld012@sflt.org.uk)

### **If your question has not been answered here**

Please contact [office@greenacre.medway.sch.uk](mailto:office@greenacre.medway.sch.uk) or your son/wards form tutor.