



# Highfields Academy

*Together we inspire, always aiming higher*

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Thursday 11<sup>th</sup> June 2020

Good morning everyone,

I'm delighted to say that at the Board meeting last night it was agreed that we would be proceeding with our plans to open up the school to more children from Monday onwards. Children in Reception and Year 6 are able to return to school full time along with children in other year groups whose parents are identified as Key Workers. We are also able to welcome back preschool children but we have had to limit the number of sessions that some children are able to attend due to restrictions on numbers. I know that Mrs Dobbie will be in touch with parents about this.

Due to the numbers of pupils who are returning next week we have made some changes to our risk assessment. The changes are to the blue section – daily routine. All other sections remain as they were.

Before I get into the details of exactly what next week will look like there are a few things that I need to stress to you and we will need your support with these if things are to run smoothly next week.

- The children will be returning full time unless there are exceptional circumstances and these will be agreed by the Principal or Vice-Principal.
- Punctuality is critical. Children and parents are asked not to enter the site more than 5 minutes before the start of their day but to ensure also that they are not late. The same applies to home time.
- The one way gate system will be strictly adhered to and we must ensure that no cars (parents) enter the school grounds unless this has been agreed beforehand.
- Please ensure that your children only bring essential things into school. Children must not bring in toys, especially soft toys.

The risk assessment also refers to the use of face masks/coverings for pupils and staff. There is now some evidence, albeit very limited, to suggest that wearing facemasks may reduce the spread of the virus. This is why from Monday 15<sup>th</sup> onwards it will be mandatory to wear face coverings on public transport. We are not going to insist that pupils or staff wear these routinely but if you would like your child to wear one then that is fine. The same message has been given to the staff.

## The plan for the week commencing Monday 15<sup>th</sup> June:

**Preschool:** Your sessions will be clarified by Mrs Dobbie. Sessions will be 9.15am-12.15pm and 12.45pm – 3.45pm.

**Reception.** We are expecting 21 pupils to be returning on Monday. The children will be in 2 groups: Reception A and Reception B.

### **Reception A:**

Start	8.45am
Entrance	Through normal gate into Foundation outdoor area
Break time	10.00am – 10.15am (Foundation outdoor area)
Lunchtime	11.45am – 12.30pm (Foundation outdoor area)
Home time	3.15pm
Classroom	Reception classroom
Teacher	Miss Garner

### **Reception B:**

Start	9.00am
Entrance	Through normal gate, past Foundation outdoor area. Enter school through door on Key Stage 2 playground by the red railings
Break time	10.00am – 10.15am (KS1 yard)
Lunchtime	11.45am – 12.30pm (KS1 yard)
Home time	3.30pm
Classroom	Library area
Teacher	Mrs Martin

**Year 6.** We are expecting 26 pupils to be returning on Monday. The children will be in 2 groups: 6A and 6B.

### **6A:**

Start	8.45am
Entrance	Through car park, <b>around</b> KS1 yard, enter through year 6 fire door. No parents on site unless exceptional reasons.
Break time	10.30am – 10.45am (field) – separate area to 6B
Lunchtime	11.45pm – 12.30pm (field)
Home time	3.15pm
Classroom	Y6 classroom
Teacher	Mr Strefford

## 6B:

Start	9.00am
Entrance	Through car park, <b>around</b> KS1 yard, enter through year 5 fire door. No parents on site unless exceptional reasons.
Break time	10.30am – 10.45am (field) - separate area to 6A
Lunchtime	12.30pm – 1.15pm (field) –
Home time	3.30pm
Classroom	Y5 classroom
Teacher	Miss Hermitt

In order to try and reduce the numbers of people on site we have decided that parents of Y6 should not come onto site with children. If you do bring your children to school please drop them off at the Cumberland Avenue gate and arrange to meet them at the Whitehouse Lane gate at home time. This does not apply to children in before/after school club.

## Key worker groups:

There will be 4 key worker groups running next week:

### Group 1:

Pupils	All Year 1 key worker children (expecting 6)
Start	8.45am
Entrance	Through car park, line up on KS1 yard, enter through blue gates
Break time	10.30am – 10.45 (KS1 area)
Lunchtime	12.30pm – 1.15pm (KS1 area)
Home time	3.15pm
Classroom	Y1 classroom
Teacher	Mrs Bradley

### Group 2:

Pupils	All Year 2 key worker children (expecting 10)
Start	9.00am
Entrance	Through car park, line up on KS1 yard, enter through blue gates
Break time	10.30am – 10.45am (KS1 yard)
Lunchtime	12.30pm – 1.15pm (KS1 yard)
Home time	3.30pm
Classroom	Y2 classroom
Teacher	Miss Addis

### Group 3:

Pupils	All Year 3 key worker children (expecting 6)
Start	8.45am
Entrance	Through car park, <b>around</b> KS1 yard, <b>around</b> year 6 pupils, enter through year 3 door.
Break time	10.30am – 10.45am – KS2 yard
Lunchtime	11.45am – 12.30pm – KS2 yard
Home time	3.15pm
Classroom	Y3 classroom
Teacher	Mrs Walker

### Group 4:

Pupils	All Year 4 and 5 key worker children (expecting 10)
Start	9.00am
Entrance	Through car park, <b>around</b> KS1 yard, <b>around</b> year 6 pupils, enter through year 4 door.
Break time	10.00am – 10.15am (Key Stage 2 yard)
Lunchtime	12.30pm – 1.15pm (Key Stage 2 yard)
Home time	3.30pm
Classroom	Y4 classroom
Teacher	Mrs Richards

Please note that there will be some changes to the arrangements for Key worker groups for the following weeks when we welcome Y1 pupils back into school on Monday 22<sup>nd</sup> June. I will explain this next week so this doesn't get too confusing.

### What to bring into school (and what not to bring):

- A packed lunch (unless you are having a school meal)
- A snack (optional – but no nuts or fizzy drinks)
- A pencil case (optional – we do have resources but you may wish your child to have their own)
- A water bottle
- PE kits – Your teacher will tell you which days you are having PE and we suggest that you come in your PE kit so that you don't have to bring another bag in.
- Do not bring in your own toys, especially soft toys

We want children to bring as little as possible into school. They will not need book bags. If you have any school reading books at home you can send these back to us in a separate plastic bag.

## Kidspace:

Kidspace will continue to operate from 7.30am – 9.00am and from 3.15pm – 6.00pm **for key worker children only**. This will continue to operate in the hall but we will try to use outdoor areas as much as is possible. Children using Kidspace will be taken to their classes at the start time and will be collected from their classes at the end of their day.

Children will need to be dropped off and collected from the door at the side of the hall (just through the brown gates at the end of the car park). Please note that the one way gate system will not apply before 8.15am or after 4.15pm.

We have had to create 4 areas in the hall for different aged children. This is to minimise the potential cross-contamination between different groups of children. The only way that we could have avoided this would have been to keep these children together all day and not let them join their year groups. We didn't feel that this was appropriate.

We know that this is not ideal and we don't want to have to keep children separate in Kidspace but we are only allowed to run a before and after school club if we are able to socially distance the different groups of children. We know that many parents rely on this service so this is why these measures have been put into place. We have made the decision that we will continue to provide this service free of charge until the end of the summer term.

On Friday at 1.30pm I will be running a Zoom meeting for parents and pupils. During this I will be doing a tour of the school and grounds and explaining as much as I can about where to go and what to do once you are on site. I will also show the classroom areas so that your children are best prepared ready for Monday. The joining details are below.

We know that there will be a couple of teething problems with these arrangements, particularly where siblings may have slightly different start and finish times. It has proved impossible to group all the children to ensure that the start/finish times are perfect for all pupils. Any issues will be dealt with on a case by case basis, please contact me if you have any questions.

We are really looking forward to seeing you all next week.

Simon Dyson  
Principal