

Acting Headteacher: Miss Caitlin Macrae
9th July 2020

Dear Parents/Carers,

I hope that this letter finds you well.

As you will be aware, the government intend to open school to all pupils, on a full-time basis, from September and for them to follow the full extent of their curriculum. This is to be balanced with any possible measures that schools are able to put in place to mitigate the risk of spreading the virus, whilst not impacting on the delivery of the curriculum for our students.

For our new Year 7 cohort, we are aware that, due to current measures, they will not have had the conventional transition experience as they end their time in primary school. In addition to all the protective measures outlined below, we have extended time for our Year 7 cohort with tutors, in order that they have extra time to develop a positive relationship with their tutor and tutor group and gain an understanding of life at The Highfield School. This will support the newest members of our school community to feel more confident in their new surroundings.

Whilst, I intend to send you further communication in August, in adherence with any additional guidance that is released, I wanted to share some of the protective measures we will be implementing in line with DfE and Public Health England guidance.

We will be operating, as far as possible, in year group bubbles with all students following their full curriculum. In order to facilitate this, we have put place a temporary structure for the school day (please see below) that includes a staggered start and end to the day. We have coupled this with a number of additional protective measures that include:

- Year group zones for use during unstructured times
- Year group tutor zones so that all year groups are tutored in the same area
- A one- way system for movement through corridors
- Limiting visitors to the school, where possible
- Reviewing and revising as appropriate our extra-curricular offer, assemblies and our school events
- Increased cleaning
- A virtual open evening
- Increased signage around hand and respiratory hygiene and social distancing
- Increased access to handwashing/hand sanitiser/tissues

We ask that students come in full school uniform, bring full PE kit, a full water bottle and ensure that they have their own equipment (including wipeable plastic covers for exercise books). Whilst there will be canteen service available at lunchtime, particularly for those students in receipt of Free School Meals, we ask that, where possible, students bring packed lunch. We will not be offering a break or breakfast service in the canteen.

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Timings of the school day:

Y7 begin their term on Wednesday 2nd September. In line with their staggered start and end, they are to arrive at 8:15 and will depart at 2:45.

I understand that you may have queries or concerns, much of which is likely to be addressed in my communication to you in August. However, in the meantime, please do contact the school by emailing admin@highfield.herts.sch.uk and we will endeavour to help.

Finally, may I wish you all a restful summer and I look forward to meeting you in September as I commence headship and your child commences their secondary education at The Highfield School.

Yours faithfully,

Mrs Lucy Miles
Headteacher