

Headteacher: Miss Caitlin Macrae  
13<sup>th</sup> July 2020

Dear parents, carers and students

## Re – Weekly Update 14

I hope that you and your families remain safe and well. As we near the end of the summer term and academic year, I would like to thank you for your continued support of the school and your messages of thanks. It has been a challenging few months and I appreciate the difficulties that the Covid 19 situation has caused for families, with parents and carers having to juggle their own work, home learning and parenting. I hope that the summer break gives you the opportunity to step back from your role as teachers at home, to relax and enjoy.

### September

You will have received Friday's letter from Mrs Miles about our reopening to all students in September. We are all very much looking forward to welcoming all students back into school. However, if there is a medical reason which means your child cannot return in September that we are currently unaware of, please contact us on [admin@highfield.herts.sch.uk](mailto:admin@highfield.herts.sch.uk) so we can discuss the situation with you before the end of term.

As in previous years, it is at this time of year that staff finalise any teaching group or tutor group changes for September. Any movement of this nature ensures that we have balanced groups across year groups and subjects, based on the class structures that are in place for the 2020/2021 academic year. Once this has been finalised, you will receive a school coms later this week about your child's tutor group for September.

### Lockers

If your child did not manage to empty their locker prior to the lockdown on 23<sup>rd</sup> March and needs something from it prior to returning in September, please could you contact us on [admin@highfield.herts.sch.uk](mailto:admin@highfield.herts.sch.uk) by Tuesday 14<sup>th</sup> July at 3pm. We can then arrange an appointment for you to come to school to collect the contents of the locker before the end of term.

### Free School Meals

If your child is in receipt of free school meals, you will shortly receive your voucher for the period from 13<sup>th</sup> July to the end of the summer holiday. Please contact us on [admin@highfield.herts.sch.uk](mailto:admin@highfield.herts.sch.uk) if you do not receive it by Wednesday 15<sup>th</sup> July.

If you are struggling financially, but your child is not currently in receipt of free school meals, please be aware that free school meals are available for students of parents or carers that receive certain benefits. Please use this link to see if you are eligible: <https://www.gov.uk/apply-free-school-meals>

As always, if you would like to get in touch about anything, please contact [admin@highfield.herts.sch.uk](mailto:admin@highfield.herts.sch.uk) and we will do our best to help.

Wishing you all the best of health and a happy summer.

Kind regards

Caitlin Macrae  
Acting Headteacher