



Headteacher: Mrs Lucy Miles

13th January 2021

Dear parents/carers,

I hope this letter finds you well.

In line with a change in Government guidance, we are going to be moving to daily 'live' tutor times through Google Meet in order to monitor student engagement from Monday 18th January. We will be registering students as present or absent during this session and contacting the parents/carers of those absent according to our usual response to school absence. If your child is unwell, you will need to contact the school as you normally would to report their absence from remote learning. You can either phone the school absence line on 01462 705104 or email on absence@highfield.herts.sch.uk

Additionally, we are asked to monitor if students are self-isolating (even when learning remotely). Please use the above methods to communicate any need to self-isolate to us. Please note that whilst self-isolating, students are expected to continue to engage in all remote learning unless unwell.

Accessing tutor time:

Your child will need to attend tutor time 8:30-8:40 to register. They can access their tutor session by going onto their Google Classroom and then into Google Meet and typing in the tutor group nickname. The nickname will always follow the same formula: Year-House initial-Tutor initial e.g. 7 Armstrong with Miss Cannon will be 7ACNN

Free school meals vouchers:

We now have the platform set up to issue these vouchers. You would have received communication this week on how we will be distributing those and we are working now to get these to you. If you have any questions please do, as always, contact the school on admin@highfield.herts.sch.uk

Finally, thank you so much for your support during these challenging times. As always we are here to support you and therefore please do not hesitate to contact us if you have any questions or queries.

Yours faithfully,

Mrs Miles
Headteacher

