



Headteacher: Mrs Lucy Miles

1st March 2021

Dear parents and carers,

I hope this letter finds you well. Following the receipt of further guidance on testing, we have been able to put together the following testing programme and staggered start. I can confirm that students will be given three in school tests and following that (at the end of week two) they will receive two home testing kits to take home each week. I would at this point also like to thank the number of volunteers from our parenting body who are helping to make this possible; your support is very much appreciated.

As per the current guidance, we will be using the first week (WB 8th March) as a phased start, in order that the first round of testing can take place. The students will be tested as below (those not being testing do not need to attend that testing session) and then return home to await the result (online learning will still be available). All students will then be returning full time from the following day- as below. This will all be subject to any changes in the government's guidance. If you have not yet filled in the consent form for testing please do so on: <https://forms.gle/4GXqMvwfUmDKwFydA>.

| Year Groups | Testing Day | Time to arrive | Full face to face return date |
|-------------------------------|----------------------------------|---|----------------------------------|
| Key worker group Y11,12,13 | Monday 8 th March | Keyworker group: 8:15 Year 13: 9:30 Year 12: 10:15 Year 11: HTT/CBD and BHM 11:30 Year 11: JNG and KNW 12:15 Year 11: CSG and KMP 13:45 Year 11: FSR 14:30 | Tuesday 9 th March |
| Y9 and Y10 | Tuesday 9 th March | Year 9: MKR and GNY 9:30 Year 9: RLS and HSK 10:15 Year 9: RED, MCM and BNN 11:30 Year 10: MWL and MGL 12:15 Year 10: PKC and DEH 13:45 Year 10: BND and TPN 14:30 | Wednesday 10 th March |
| Y7 and Y8 | Wednesday 10 th March | Year 7: CNN and DON 9:30 Year 7: SEE and HLM 10:15 Year 7: WHN and WCX 11:30 Year 8: WND and GRY 12:15 Year 8: BGS and DKN 13:45 Year 8: ABY, PCK and BTY 14:30 | Thursday 11 th March |
| | Thursday 11 th March | Testing will continue in school during normal school days from hereon in. | All students have returned |





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Please note that until their full face to face return, the key worker group students will still be able to remain in school and for all other students, online learning continues.

Students must arrive according to the times above and enter school through gate A, making their way to the Sports Hall where the testing will take place- they must remember their masks. We would advise that students bring a book to read whilst they are waiting for their test.

Following the test they will exit through gate B and go directly home. They must not mingle with other students at this point. Parents/carers will receive a text/email (according to details given on the consent form) stating the result of the test, although in the event of a positive result, the school will contact home. A positive result will mean that the student (and the household) must self-isolate for 10 days from that result.

Upon recommencing face to face education, we would remind you of our high expectations of conduct. Students must have a plain reusable mask and I would particularly like to draw your attention to the uniform expectations, especially around shoes: as per the information on the school website, there must be no boots, flip flop style shoes, plimsolls or trainers. Should you have any queries, please do check the guidance on the website <https://www.highfield.herts.sch.uk/uniform> and if you require further support please do contact the school on admin@highfield.herts.sch.uk.

Finally, here is a reminder of the timings of the school day (as per the structure prior to Christmas). Please note students will be following their full timetable and we will be on week 2:

Arrival to school

- Year 7 and 8 to arrive at 8.15am, for an 8.20am start
- Year 9 and 10 to arrive at 8.20am, for an 8.25 start
- Year 11, 12 and 13 to arrive at 8.25am, for an 8.30 start

Please encourage your child to arrive at the designated arrival time, rather than earlier or later. This will ensure year group bubbles remain separate.

Break time

- Year 7, 8 and 9 break will be from 9.50 to 10.10am
- Year 10, 11, 12 and 13 break will be from 10.50 to 11.10am

There will be limited seating capacity in the canteen and hall at lunchtimes, for those students who wish to eat inside in their designated year group area.



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Lunchtime

- All year groups lunch will be from 1.10 to 1.50pm
- Year 7, 8 and 9 will be able to access the canteen between 1.10 and 1.30pm
- Year 10, 11, 12 and 13 will be able to access the canteen between 1.30 and 1.50pm

There will be limited seating capacity in the canteen and hall at lunchtimes, for those students who wish to eat inside in their designated year group area. Please note that the keyworker group will still need a packed lunch on 8th March but that the canteen is open for all from 9th March.

In the event of very wet weather, all year groups will have an additional indoor space they can access to spend the lunchtime.

Departure from school

- Year 7 and 8 to depart from school at 2.45pm
- Year 9 and 10 to depart from school at 2.50pm
- Year 11, 12 and 12 to depart from school at 2.55pm, unless they are staying for an intervention session until 3.55pm

Please encourage your child to go directly home straight after school, rather than waiting for friends outside the school gates. This will ensure year group bubbles remain separate.

As always, thank you for your support and please remember that we are here to answer your questions and queries.

Yours faithfully

Mrs Miles
Headteacher