Monday 4th January 2021,

Good morning everyone,

I hope you are all well. My apologies for not contacting you first thing this morning; we have just had a staff meeting and I wanted to see how that went before writing to you with information.

Highfields will be open to all pupils tomorrow. To date no member of staff has indicated to me that they plan on working from home.

In the staff meeting we have revisited our risk assessment and some further measures have been included around cleaning, social distancing and general practice. The updated risk assessment will be available on the school website shortly.

It is expected that all pupils will return to school tomorrow. I know that some parents have concerns around this and if this is the case I urge you to give me a call so that we can have a chat. If parents do decide that they are going to keep children off school we have been instructed that this must be recorded as unauthorised absence and we are not to provide remote/home learning. (nb: if pupils have to stay off school due to illness/isolation then remote learning will be provided if they are well enough to do it).

The SAGE report highlights some key areas which schools must pay particular attention to, particularly around hygiene, face masks and social distancing. Below are some of the key messages in our risk assessment - these were shared with you on Friday but I have added in a couple of points in blue that we really need your support with to ensure as much as possible the safety of you and your family and our staff.

* Staggered start and finish times remain. Please do your very best to ensure that you are punctual but not too early.
* Staggered breaks and lunchtimes remain.
* One-way system (in through Cumberland Avenue gate and out through Whitehouse Lane gate) remains in place. Please ensure that unless there are exceptional circumstances that you strictly adhere to this.
* Parents **must** ensure that they socially distance from other parents in the school grounds – 2m distancing minimum.
* Only one parent to bring and collect children – this reduces the number of parents on site. All adults on site must wear a face covering unless there are valid reasons why you are not able to do this.
* Strictly no cars to enter the school grounds at any time unless this has been discussed with me first and permission has been given.
* Wraparound care (Kidspace) only to be used if you really need it because of your work commitments. It is essential that we reduce the numbers in Kidspace to as low as is possible.
* If your child shows any symptoms of Covid-19 they must not attend school and you should arrange a test as soon as is possible. Your child must not come into school until the result is known.
* Children should not come into school if anyone in their household is waiting for a test result.
* If your child is ill in any other way it is advisable that you contact us to discuss before bringing them into school.

Thank you for your support, I look forward to seeing you all tomorrow.

Simon Dyson

Principal