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Head Teacher: Mr M Hickey BA(Ed), PE QTS

2<sup>nd</sup> January 2021

## January Opening

Dear Parents / Carers,

I just wanted to provide some clarification about the plans set out by the government in relation to schools starting back in January. As you may have seen in the news, the situation has the potential to change but at the time of writing this email we are still expecting to have a staff INSET Day on Monday 4<sup>th</sup> January and **Highwood will be open from the Tuesday 5<sup>th</sup> January for all pupils.**

All of the measures that we currently have in place will remain. We will continue with:

- Staggered drop off and pick ups
- Children being taught in their class bubbles
- Staggered lunch times - Packed lunches will continue to be eaten in the classroom. Hot meals will be eaten in the hall with staggered eating times and regular cleaning throughout the session.
- Staff wearing face coverings at drop off and pick up times, as well as when moving around the school
- Our rigorous cleaning regime, including professional cleaners cleaning during the school day
- Library books that come in from home will go into 'quarantine' so they can be cleaned / have enough time for reducing the risk of transmission being possible before going back onto the shelves.
- Our Resource Base provision will continue as it did during the Autumn.

With this new variant of the Covid-19 having a much higher transmission rate, we will continue to ask for your support with the following:

- If your child has Covid-19 Symptoms, then please do not send your child to school
- All adults collecting from school (including elder siblings) must wear a face mask on site unless exempt
- Please avoid entering the marked areas outside the classrooms
- Please follow all the one-way systems already in place
- Only one family member to accompany their child onto the school site

### Wrap Around Care:

We will be able to offer wrap around care from Tuesday 5<sup>th</sup> January. **This provision will be kept under review with the possibility of reducing the provision for key worker and vulnerable families, or indeed closing the provision, if necessary.**

### Contingency Planning:

- We have set up all children on Microsoft Teams should we need to transition to remote learning. Please read the Remote Learning Policy for additional guidance. Further details will be shared at the start of term, including a user guide for families.
- Like many schools, we are also considering the option of closing on Friday afternoons for all children bar key worker and vulnerable families. This would allow all PPA to take place at the same time and could significantly reduce the

mixing across bubbles in school and help ease the pressure on staffing challenges. I will keep you updated with any discussions and decisions that take place.

All that leaves me with is to wish you a Happy New Year and that we look forward to seeing you back on Tuesday 5<sup>th</sup> January. If the government guidance changes over the weekend, I will be in contact to let you know.

Best wishes,

Matt Hickey

**Headteacher**