



HIGHFIELD LITTLEPORT ACADEMY

An Active Learning Trust School

Executive Headteacher: Simon Bainbridge
Head of School: Yvonne Skillern

19th March 2020

Re. Provision at Highfield Schools

Dear Parents and Carers

Firstly, I would like to thank you for your support and patience in what has been a very challenging week for us and for all of you too, I am sure.

Further to the announcement from Government yesterday afternoon and the updates that followed, I am writing to confirm that we intend to keep the school open in some form for as many young people as we safely can. The Government's instruction is that the children of families where both parents or carers are "Key Workers" are our first priority, along with our most vulnerable children. They used EHCP's as one measure of vulnerability, which added to the confusion as it obviously covers all of our students.

I am writing to you today as we begin to plan our provision for the coming weeks and (possibly) months. It will not be possible for us to operate as we usually do as our staff numbers are, and will continue to be, seriously depleted due to ill health and personal reasons for absence. I need to ask you to consider the list below and the statements on the following form and return this form to school (either hard copy or by scanning to head@highfieldlittleport.org by **11am on Monday 23rd March at the latest**. Please note that we need **all** parents and carers to reply one way or another.

Key Workers –

- NHS staff
- Teachers and school support staff
- Police and community support officers
- Frontline civilian police staff
- Prison officers and staff
- Probation officers and trainee probation officers
- LA officers and LA/ NHS social workers
- Uniformed staff in fire and rescue services
- Armed forces personnel and some civilian MOD personnel (ie clinical staff, MOD police, uniformed fire and defence) and some discharged personnel
- Highway agency traffic staff
- LA environmental health officers/practitioners
- Care workers
- Food/supermarket drivers and other workers

We will not be able to offer places to all of our students due to the staffing that would be required to do so safely. We will prioritise children of Key Workers and then assess each child on a case by case basis in terms of our ability to safely meet their needs. We will begin working on weekly material to send home for those young people who cannot be in school. I appreciate that this is extremely frustrating and difficult for many of you and I can reassure you that we are working to do all we can to help.

In order to safely and effectively organise the complex logistics of the changes we face, we will be **fully closing the school to students between Monday 23rd March and Wednesday 25th March. We will reopen on Thursday 26th March.** Between now and then we will be contacting parents and carers to discuss whether we can offer places or not.

Many thanks again for your patience and understanding,

Simon Bainbridge
Executive Headteacher

Elmside, Littleport, Cambs, CB6 1LJ
Tel: 01353 223301
office@highfieldlittleport.org



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Your Name(s) _____

Your child's name _____

Please circle either A or B

- A. I wish my child to attend school
- B. I do NOT wish my child to attend school

Please circle either C or D

- C. I consider myself to be a Key Worker, based on the list provided and am the sole carer or we or both Key Workers

Please state your occupations 1.

_____ 2. _____

- D. I do not consider myself to be a Key Worker or have a partner who is not a Key Worker

Optional comment below

- E. I believe my child should be able to attend school for the following reason

Please state reason _____

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