



# HLA News

Friday 19<sup>th</sup> May 2023



Dear Families,

Oh my goodness where are the weeks going?! It is hard to believe we only have one more week and then it is half term again.

Can I please remind parents and carers to ensure that any information is shared with the school office regarding absence? Also any messages to teachers need to be sent via Class Dojo and not via taxi transport please. We want to ensure lines of communication are as open as possible and aim to respond to all queries within the realms of our communication protocol. I have included this at the end of this newsletter for your reference.

As the weather is now getting warmer can I remind parents to please ensure they send in a sun hat and sun cream – both named please. As we are a nut free school please do check the sun cream to ensure that it is nut free due to the allergy considerations for some of our students.

I have to give a shout out to Puffins class for demonstrating lots of our learning values for the benefit of our playtimes. Last week we had the grass cut and there were a lot of clippings left behind. Puffins class volunteered to help clear this. They demonstrated excellent team work by working together to fill the bags with grass. Also students thought carefully about how to manage the job as well as communicating well with each other. Great skills for preparing for adulthood and they have made a huge difference to play times. Thank you Puffins – great job!

I need to also recognise the Key Stage 4 students who sat exams this week. They demonstrated excellent resilience and commitment and whatever the result I am immensely proud of them. A big thank you to the staff too for coordinating such an organised operation and keeping the students calm and settled.

It was lovely to observe some great learning happening at HLA this week. There has been some excellent work on naming and recognising emotions. Students are really beginning to apply this knowledge to help them become more independent and self-regulate to manage their own behaviour. Great work everyone. It is also great to hear learning happening everywhere at school, even on the playground. There were lots of number songs being sung and cooperation within physical activity on the playground which I was listening out of my window while working this week.

Just a reminder that this half term ends on Friday 26<sup>th</sup> May.

I hope you all have a lovely weekend.

With all best wishes,

Yvonne Skillern

Head of School





## Important Information



- This half term ends on Friday 26<sup>th</sup> May at 3.15pm
- We are still looking for more willing volunteers to join our parents and carer group SOHLA. Please email and your message will be sent on to our co-chairs to get involved. Our school desperately needs your support to provide additional funds to help enhance student's school experience.
- We are a nut free school so please do not send in any products containing nuts. This also accounts for sun cream too so please keep an eye on the ingredients in the bottles.
- Please remember we are a dog free site (excluding assistance and therapy dogs)
- We understand times are tough but please do donate £7.50 per term towards class funds so that we can continue enhancing our curriculum

### Mental Health Tip of the Week:



### Emotion of the Week

Our emotion of the week is confused. We are revisiting previous emotions and now exploring the way they make us feel and how to respond appropriately.



### Online Safety Tip of the Week

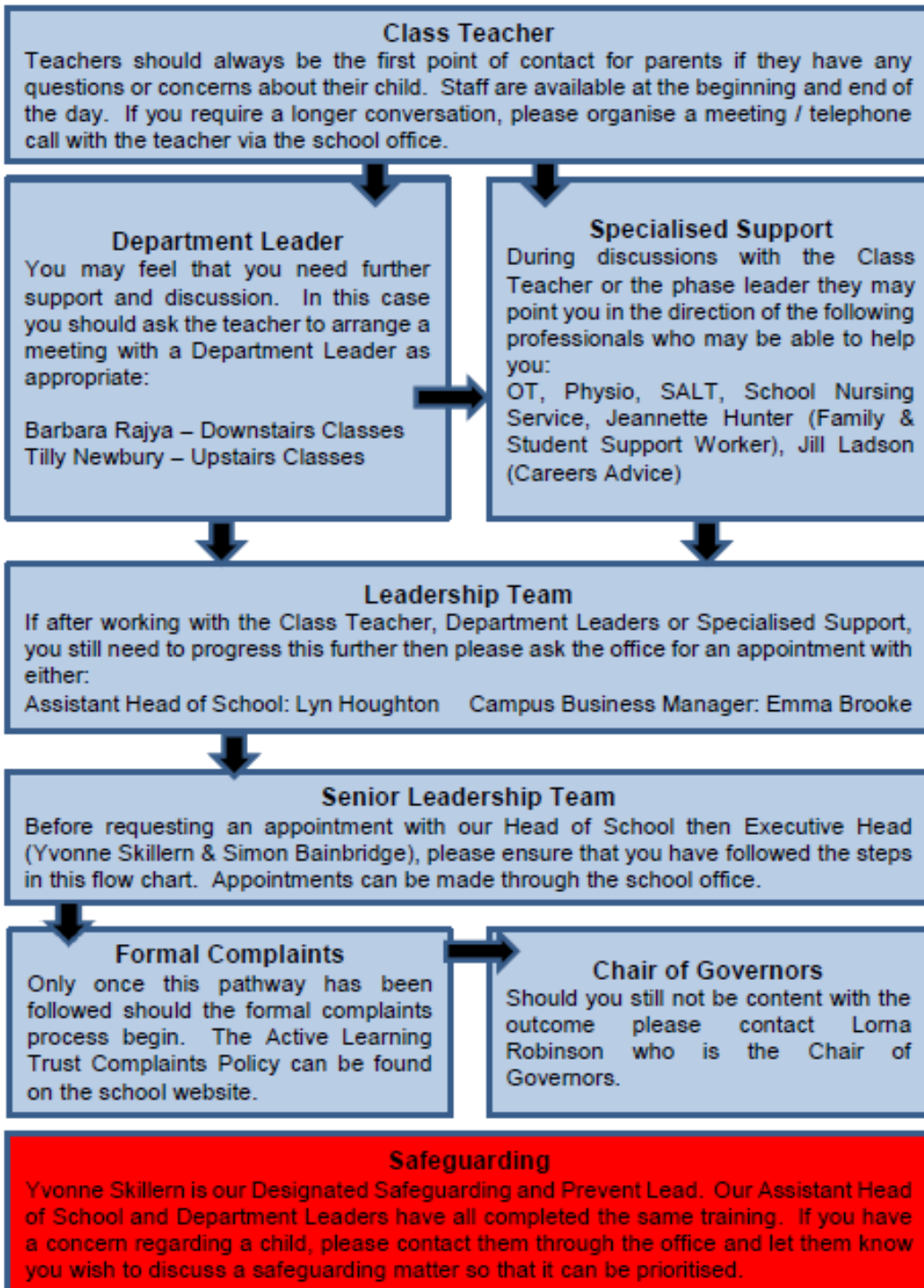




**HIGHFIELD LITTLEPORT ACADEMY**  
*An Active Learning Trust School*

**Highfield Littleport Academy Communication Protocol**  
**January 2023**

At Highfield Littleport Academy we recognise the importance of clear and effective communication with all stakeholders. We are committed to being both transparent and accessible to all whilst maintaining confidentiality, discretion and conforming to GDPR. We place great value on our communication with the parents and carers of each of our children. The office team will be able to help you with general queries but for child specific queries we would ask you to follow the pathway outlined below:





### Communication with Parents / Carers

**E-mail:** Please email any enquiries you may have to [office@highfieldlittleport.org](mailto:office@highfieldlittleport.org) who will forward them to the relevant member of staff. We aim to respond to emails within 2 working days.

**Class Dojo & Evidence for Learning:** These are used for communication between the class teacher and home. Please speak to the office if you do not have access to these. Class Dojo is used as a communication tool whereas Evidence for Learning gives up to date information with regards to your child's learning and progress. These messages will only be monitored within the school day, immediately before school and for a short time afterwards. Staff are not expected to respond to messages out of school hours.

**Phone:** Teachers will not be interrupted during lesson time unless this does not disrupt students learning. Please leave a message with the office team who will pass any messages on. There is an answer phone for busy periods and out of hours messages.

**Social Media Sites / Blogs:** Staff will not communicate with parents via social networking sites or accept them as 'friends'.

Please be prepared to give an outline of the matter you wish to discuss so that we can deal with your query appropriately.

Please do not expect to receive correspondence from any member of staff outside the hours of 8am and 4.30pm weekdays or on weekends.

We aim to respond to all correspondence within 2 working days.

Many thanks for your cooperation and support of our school.

