



HLA News



Friday 27th September 2024

Dear Families,

The weeks are flying by but this one has been very productive with lots of great learning happening.

The students are continuing to use the dining hall and are amazing us with their responsibility and independence. They have all adapted so well to the change which is lovely to see. The main extension is still open to the planning application process so it is just a matter of waiting at the moment. We have been liaising with the contractors as to phases of the works and establishing the new drop off arrangements prior to any building work starting. This is so the ease of use and safety of the students is paramount.

There are still some parents who have not registered for our school information system Arbor. This will be used for updating information, reporting absence and communication with the school office. All parents would have been sent a link to register, please complete this as soon as possible. Also a reminder that if your child has any allergies or requires a specific diet please complete the form in this link: <https://orders.lunchhound.co.uk/medicaldiets/request>

I need to communicate an important note about the use of devices and safeguarding with technology at home. Many of our students now have mobile phones and access to messaging facilities. If you allow your child to access this at home please be aware that it is the parent's responsibility to monitor this usage. We teach safe and appropriate ways to communicate at school online but these practices need to be reinforced within the school environment. Keep an eye on our weekly online safety tips for guidance to help steer you in the right direction.

The students in Sparrows and Eagles have really been working towards independence this week too. They have been attempting tasks on their own and been showing great resilience in their writing and mark making. Excellent work everyone.

Learners in Wrens have made excellent progress with their attention and emotional regulation. It has been lovely to see how settled they are becoming at school and I have seen lots of smiles throughout activities with everyone participating.

It has been great to see the growing independence in our learners. Students shop weekly for supplies for the staff lunches and already they are showing lots of responsibility and independence. As part of the annual reviews I have been chairing this week I have also had the opportunity to speak to some of our Key Stage 4 students. I am impressed by their attitudes to learning and how mature they are becoming. I am feeling very proud of all of our students this week.

Have a lovely weekend everyone, hopefully the rain will decide to go away!

With all best wishes,

Yvonne Skillern

Headteacher



Important Information



- Please remember any communication with class staff can be made by Class Dojo, email and telephone. I have attached our communication protocol to the newsletter to remind you of response times and who is who.
- All absences need to be reported via the Arbor system please. If you are not registered please check your email for a link to connect. It is important that you do this because all of the attendance, emergency contact information and payments are managed using this system.
- Please remember we are a **NUT FREE** school due to severe allergies. This includes sun creams and other products.
- Don't forget to contribute £10 per term to class funds via Arbor. This is to fund cooking, sensory and additional art activities for your child.
- Parents Evening is on Wednesday 2nd October between 3.30pm and 6.30pm. Appointments are being organised by class teachers.

School Attendance

This week's whole school attendance was 88.9%. This is a decline on last week. Please consider the guidance <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/?scrllybrkr=8bf974e3>.

According to new direction from the trust families who take unauthorised holidays during term time will be face a penalty notice.

Online Safety Tip of the Week:



On many devices you are able to set up parental controls so that you can monitor what is being accessed and for how long. Make sure you know what they are accessing and engaging with in messaging and chat rooms. Remember do not say anything online that you wouldn't say to someone in person.

Emotion of the Week:



This week's emotion is SAD. Please try to talk through how this emotion makes the mind and body feel with your child. Discuss what things make them feel this way and what they can do to manage this emotion.

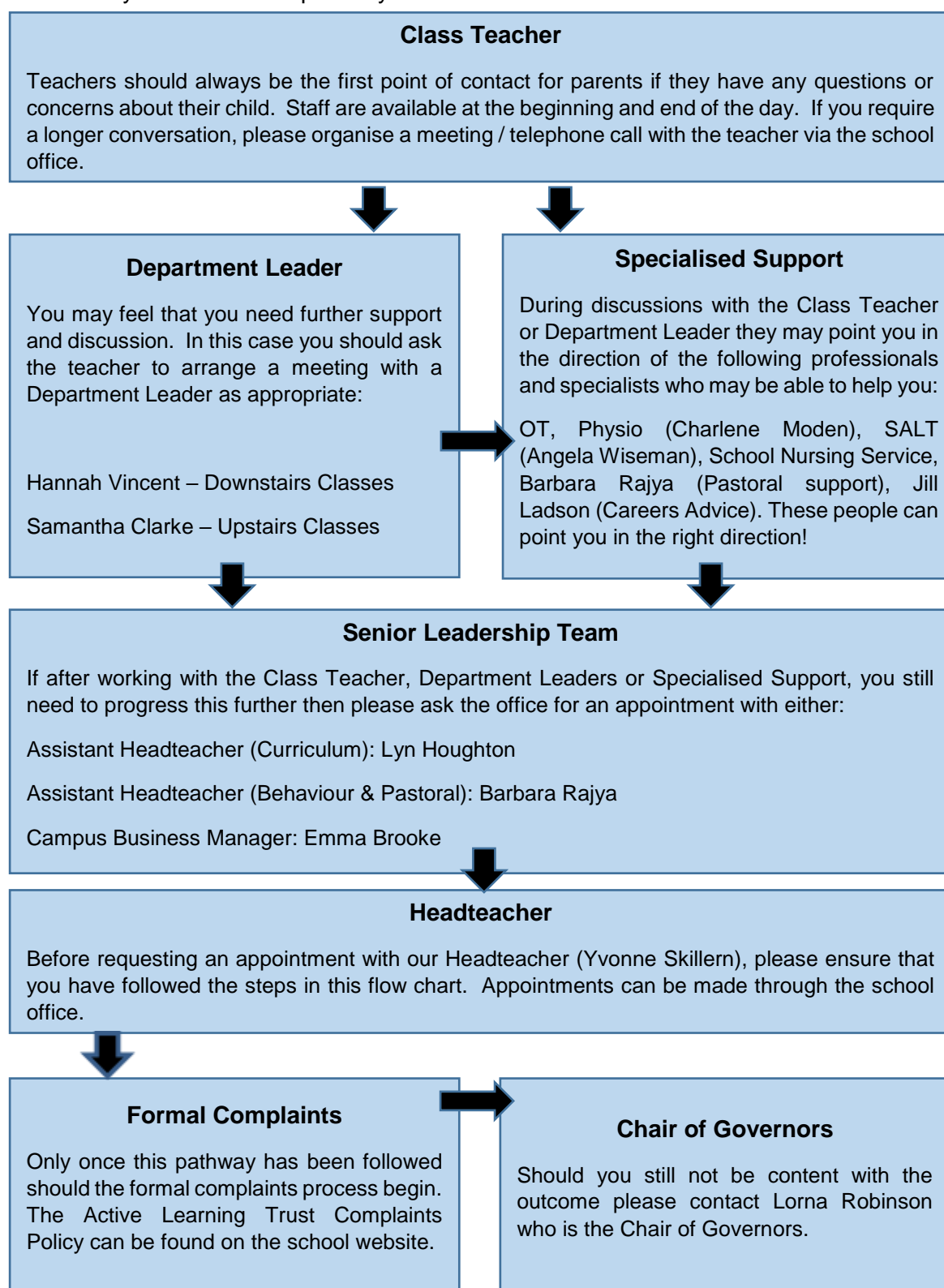
Mental Health Tip of the Week:

Take Care Of Your Physical Health

Highfield Littleport Academy Communication Protocol

September 2024

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:



Safeguarding

Yvonne Skillern is our Designated Safeguarding and Prevent Lead. Our Assistant Headteachers and Department Leaders have all completed the same training. If you have a concern regarding a child, please contact them through the office and let them know you wish to discuss a safeguarding matter so that it can be prioritised.

Communication with Parents / Carers

Please remember all absences need to be reported via the Arbor platform.

E-mail: Please email any enquiries you may have to 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.