



# HIGHFIELD LITTLEPORT ACADEMY

*An Active Learning Trust School*

Executive Headteacher: Simon Bainbridge  
Head of School: Yvonne Skillern

Thursday 27<sup>th</sup> August 2020

Dear Parents and Carers,

I hope that this finds you and your families well. With the start of the new academic year fast approaching and education very much in the news, I thought I would give you a reminder and overview of our plans for the reopening of school on the 7<sup>th</sup> September. We have tried to take every measure we can to make things work safely and with as little disruption as possible.

Our approach and rationale – we are reopening our school as two “bubbles” one for the upstairs floor and one for downstairs. We are doing this to allow all students to access as much of our curriculum as possible. Without this approach the curriculum would be restricted. We want school to be as normal as possible for all of our students. We will split school (students and staff) into class groups. We’re not saying that the classes mustn’t see each other or share transport etc but they will have limited interaction in school to reduce risk and impact of cross infection. Visitors into school will be restricted to those who are essential only. Most contact with outside agencies will be via virtual means.

Face Masks – current Government guidance seems targeted largely at Mainstream education. We will **not** be insisting that staff or students wear masks or face shields (outside of times where staff are legally required to wear one as part of PPE. An example of this might be if a student shows symptoms of COVID during the day). We **will** allow staff and students who wish to wear a mask or face shield to do so as long as this can happen safely and does not disrupt progress. Please speak to your child’s class teacher if your child wishes to wear a mask or face shield.

Arriving at School – Most students arrive by school transport. If you wish to find out what precautions transport providers will adopt, please contact Education Transport at the County Council for details. Students will be met at their vehicle and taken into school through one of our dedicated entrances depending on their class and bubble. Students who arrive on foot or with parents/carers should wait at the front of school as they do now. In order to reduce the number of people waiting at the front of school, please try not to arrive much before 8.45am and please keep a distance from others who are waiting. Staff and students will all be using one of the dedicated entrances and will all use hand gel as they enter school. We have been doing this for the past few months for the small number of students who were coming in and everyone adapted to it well. We will no longer take temperatures routinely and will now only do this where a student appears to be unwell.

Elmside, Littleport, Cambs, CB6 1LJ  
Tel: 01353 223301  
[office@highfieldlittleport.org](mailto:office@highfieldlittleport.org)



# HIGHFIELD LITTLEPORT ACADEMY

*An Active Learning Trust School*

Executive Headteacher: Simon Bainbridge  
Head of School: Yvonne Skillern

Toilets and Break Times – As now, students will use toilets and break areas nearest or inside their classroom. Upstairs and downstairs bubbles will not mix. This will essentially be the same as normal for students. Staff will do the same. Handwashing and hand gel use will be overseen by staff.

In Classrooms – there will be regular handwashing and use of hand gel. Where relevant, desks have been moved so that students aren't facing each other. Close face to face contact will be avoided although we recognise that there are many students for whom this won't be possible. Where relevant, students using pens, pencils etc will have their own equipment and cleanable equipment cases. Classrooms will be cleaned throughout the day by staff and at the end of the day by our cleaning team. Please encourage children not to bring in anything from home other than the essentials.

Lunchtime and Break – break will feel largely the same as before for students but with dedicated play areas for each bubble. Play equipment will be cleaned down after use. Students will have lunch in classrooms. School dinners will be available as usual and the menu was circulated at the end of last term. Students who have specialist feeding requirements (pureeing etc) are the only exception to this and we expect this to remain as it was before. Staff will be split into dedicated break areas based on their bubble.

Movement around school – staff will check that corridors are clear before moving students around, although this is not likely to be a significant issue due to the bubble system.

The curriculum - we endeavour to return to our normal timetable as much as possible. However, there may be subtle differences to facilitate safety arrangements. Where possible PE lessons will be conducted outside and we have devised a timetable where classes and bubbles are restricted to use of the hall and hydrotherapy pool at split times of the week. We will also be restricting use of the hydro pool to only those with clear physio needs. Class teachers will give further information of this in due course.

End of the day – students will remain in classrooms and will be escorted to the front of school by staff once they are called. This removes the need for all students to congregate in the hall whilst they wait. If you are collecting your child, please wait at the front of school, arriving as close to 3.15pm as possible. Please keep your distance from others who are waiting.



## HIGHFIELD LITTLEPORT ACADEMY

*An Active Learning Trust School*

Executive Headteacher: Simon Bainbridge  
Head of School: Yvonne Skillern

If your child begins to display symptoms of COVID at school - (see Govt guidance on gov.co.uk) we will contact you as soon as possible. You will be required to collect your child from school. You will be asked to arrange a test and your child will not be able to return to school until a negative result is provided. In the event of a positive result we will be advised by the Trust and Public Health England as to the actions for us to take at school and for you at home. Your child will be isolated in a medical room, kept comfortable and supported by a member of staff pending your arrival. We would like to remind parents and carers that if your child is unwell or showing any symptoms you should not send them to school to minimise cross infection with others. In terms of quarantine in case of a positive or unclear result, we will be following Government guidelines to readmit your child to school.

Local Outbreaks & Illness - In the event of a local outbreak, information regarding if part or all of school is closed will be sent out via the school website and Class Dojo. Notifications will also appear on the schools' Facebook page.

Our full risk assessment can be found on our school website should you wish to view this. We look forward to welcoming your child back to school on Monday 7<sup>th</sup> September.

With kind regards,

A handwritten signature in black ink, appearing to be 'Y Skillern', with a horizontal line extending to the right.

Yvonne Skillern  
Head of School, Highfield Littleport Academy