



Hilltop Primary Academy



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2nd March 2021

Dear Parents/Carers,

I want to take this opportunity to thank you for all your support this year and explain the current plan for reopening on Monday 8th March. I have been incredibly impressed and humbled with the children's attitude to their learning whilst working from home. The online engagement on Teams was fantastic, with the majority of attendance between 90-100% each day. Whilst I'm incredibly proud of the children, I would also like to extend my gratitude to you as parents/carers for the support and commitment you've shown to your children during this extremely challenging time. Our partnership remains a priority as the children reintegrate back into school.

Essentially the risk assessment remains the same from September, with staggered start/finish times, bubbles, suspension of breakfast club/after school club and an early finish on a Friday. Our risk assessment will be under constant review and as things improve locally and nationally the safety measures in the risk assessment will reduce.

Regrettably, there may still be some bubble closures if a positive case comes into school, but we will continue to be very strict with social distancing, hand washing, staff wearing masks in communal areas and staff taking regular lateral flow tests.

Staggered entry and exit times

Here is a reminder of the times and entrances from Monday. **We ask that all parents/carers when entering the school site wear a mask and adhere to our social distancing rules.**

Arrival Time Monday - Friday

		Arrive Time	Where
EYFS	Rabbits Ducklings	9:00am	In main gates straight to EYFS outdoor classrooms – parent exit via car park gate
Year 1 and Year 6	Zebras Giraffes Dolphins Starfish	8:30am	In main gates straight to outdoor classroom doors – parents exit side gate In field gate straight to classrooms
Year 3 and Year 5	Turtle Pandas Jaguars Leopards	8:45am	In main gate and straight upstairs – parents exit side gate In field gate straight to classrooms
Year 2 and Year 4	Swans Flamingos Eagles Owls	9:00am	In main gate straight to classroom doors – parent exit side gate In field gate straight to classroom



INVESTORS
IN PEOPLE

Children will also be leaving the school at different times and will leave the same way they entered the school.

Depart Time Monday - Thursday

		Depart Time	Where
EYFS	Rabbits Ducklings	3:00pm 3:10pm	In main gates straight to EYFS outdoor classrooms – parent exit via car park gate
Year 1 and Year 6	Giraffes Zebra	2:45pm 2:50pm	In main gates social distance on the playground – parent exit side gate Exit via field gate
	Dolphins Starfish	2:45pm 2:45pm	
Year 3 and Year 5	Turtle Pandas	2:55pm 3:00pm	In main gates social distance on the playground – parent exit side gate Exit via field gate
	Jaguars Leopards	3:00pm 3:00pm	
Year 2 and Year 4	Swans Flamingos	3:10pm 3:15pm	In main gates social distance on the playground – parent exit side gate Exit via field gate
	Eagles Owls	3:15pm 3:15pm	

Year group bubbles of 60 children

Children will continue be in Year group bubbles of 60 children and mostly 4 adults – two teachers and two teaching assistants. This means that the year group can mix and set for certain lessons, but they will only have contact with children in their own year group. All children will have their own stationery packs, which will prevent the spread of germs between children. We will continue with our robust handwashing and strict hygiene rules. We have asked staff to social distance from the children as much as possible and wear PPE when appropriate, especially when providing first aid, intimate care or if a child needs a cuddle!

Separate and Staggered breaktimes and lunchtimes

The lunch hour will range from 11:30am-1:30pm to ensure that the year group bubbles are staggered and to prevent year group bubbles mixing. Children will still get time to eat their lunch in their classroom and have time on the field/playground as we have divided the field into bubble areas. Children will be supervised by their bubble staff during lunchtime. Midday meal supervisors will continue the role they have been recently fulfilling in school and will be cleaning classroom tables, door handles, toilets etc during the lunch hour or supporting school dinners in the dining room.

Bubble toilets

Each year group will have a unisex bubble toilet with cleaning wipes for the child or adult, depending on their age, to wipe down after use. There will be a system in place to ensure children’s privacy by only allowing one child in a time. This is a system we are currently using, and it has been effective to ensure safeguarding.

Assemblies

We will still be holding daily assemblies, but these will be led virtually using Teams. This will include weekly Key Stage merit assemblies and we hope that parents will be able to join us virtually. Skills for Life assemblies will continue and would love to hear from our parents/carers if you would like to inform the children about your career.





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Friday Afternoon

During lockdown we have secured Friday afternoons for teacher's planning time and for the school to receive a deep clean.

EYFS	Year 1 and Year 6	Year 3 and Year 5	Year 2 and Year 4
Ducklings- 1:00pm Rabbits - 1:10pm	Giraffes - 1:20pm Zebras - 1:15pm	Pandas - 1:00pm Turtles – 1:05pm	Flamingos – 1:25pm Swans – 1:30pm
	Year 6 - 1:15pm	Year 5 1:00pm	Year 4 - 1:30pm

Breakfast /Afterschool Club

This will remain suspended but will be under constant review. We sincerely apologise to the families that rely on this provision and hope that this will recommence as soon as it is safe to do so.

Finally, I would like to welcome Mrs Woodroof to Hilltop as our Deputy Headteacher whilst Mrs Sodhi is on maternity leave. Mrs Woodroof is currently the Deputy Headteacher at Chantry, so has a wealth of knowledge and experience about Hilltop and our Trust.

On behalf of everyone at Hilltop, we would like to thank you once again for your support and commitment to the children's learning and wellbeing.

Please keep in touch if you need any support. My email address is tillk004@sflt.org.uk

With my very best wishes

Mrs Karin Tillett
Headteacher

