



Highwood Primary School
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Promoting Resilience, Achieving Potential
Headteacher Mrs B Rai

Tuesday 5th September 2023

Dear Parents and Carers,

I hope this letter finds you and your family in good health. I hope you had an enjoyable and restful summer holiday. This is the first letter for this academic year; the school team and I shall write to you regularly to inform you of general news and updates.

Welcome to our new families joining us in Nursery, Reception, and our new joiners in other classes. We look forward to you being part of the Highwood community.

We are delighted to warmly welcome Mr Rajendra Patel as our new caretaker. As you know, Mr Matyskiewicz has been overseeing the enormous job of looking after the school premises by himself since Mr Sam left. Various deep cleaning and maintenance jobs have been taking place over the summer. We are also very excited about the installation of the playground equipment. Once again, we are so grateful of the hard work of the Friends of Highwood PTA.

Take time and be prepared



We've all been there! The long summer holidays have altered our routines to our waking up, sleeping and eating patterns. We understand there could have been changes during the holiday. In addition, there are days when we wake up and everything suddenly seems much more of a challenge than normal. If your child has experienced a difficult night, morning or weekend just let us know via e-mail or a conversation with the office team. The school team are in the playground if you want to approach us. The class teachers will be informed that your child may need extra time, patience or help during the day. We want the best possible start for all the children.



Meet the New Teacher Meetings

The relationship between the school and parent, and carers is so important. With that in mind, we will be inviting you to a meeting with your child's new teacher to understand what will be happening this year in the classroom. We will send the timetables, curriculum maps, and full set of diary dates soon so that you can plan to attend this meeting and other events.

School timings and Entrance

The school entrances and exits remain on Bushey Mill Lane and Mead Way, **but** please see below the procedures:

Nursery & Reception

For the morning drop off, all parents and carers are to walk with their children to the **Nursery Gate** and say goodbye. However, for the end of day pick up, parents and carers are invited onto the courtyard outside the Nursery classrooms but they must wait behind the line



marked with the drain covers, until the teacher has dismissed the entire class. **Please ensure younger children stay with you and do not approach the classrooms or play with the equipment.**

Year Group	Entry time	Exit time
Nursery (morning)	8.45	11.45
Nursery (afternoon)	12.15	3.15
Nursery (full time)	8.45	3.15
Reception	8.45	3.15



Year 1 and 2

For the morning drop off, all parents and carers are to walk with their children to the **gate by the amphitheatre** (which will now been known as the Key Stage 1 entrance gate) and say goodbye. However, for the end of day pick up, parents and carers are invited onto the courtyard outside Years 1 and 2 classrooms but they must wait behind the white line, until the teacher has dismissed the entire class. **Please ensure younger children stay with you and do not approach the classrooms or play with the equipment.**

Year Group	Entry time	Exit time
Years 1 and 2 (KS1)	8.50	3.20

Due to Health & Safety regulations and for safeguarding reasons, no children or siblings will be allowed to use the large play equipment, games, and toys around the school at the start and end of the school day. They cannot enter the cloakrooms to use the toilets. They will need to go to the main entrance to use the toilet in the Family Centre.

- All classes will be dismissed safely by the school team. Please keep a distance so that the staff member dismissing the class can see the children's parents/carers clearly.
- If you wish to speak to the class teacher at the end of the day, please wait until everyone has been dismissed.
- Please refrain from distracting the school team during dismissal of children.
- If you need to pass a message to the teacher for the start of the day, please email the office staff on admin@highwood.herts.sch.uk, or pop round to the office so that we can get this information to them.
- Due to safeguarding reasons, please leave the school grounds promptly and safely or as directed by school staff.

Thank you for your continued co-operation, support, and understanding.

PE lessons will begin next week

Please ensure the children come to school in their P.E. kits. Please remember that long hair must be tied back every day, and earrings should not be worn on a P.E. days.

We recommend that children in Nursery wear joggers/leggings and trainers on their P.E. days. Kindly see the table below for when your child will have PE lessons:

PE Days

Nursery	Tuesday (afternoon children) Thursday (morning children)
Reception	Tuesday
Year 1	Friday
Year 2	Monday & Friday
Year 3	Monday & Thursday
Year 4	Wednesday & Thursday
Willow 5	Monday Friday (currently swimming)
Poplar 5	Monday & Friday
Chestnut 6	Monday & Thursday
Sycamore 6	Thursday & Friday

We look forward to a positive start to the new academic year.

Yours sincerely,

Bindu Rai
Headteacher