



# Highwood Primary School

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Promoting Resilience, Achieving Potential

Headteacher Mrs B Rai

Friday 2<sup>nd</sup> September 2022

Dear Parents and Carers,

I hope this letter finds you and your family in good health and I hope you had a splendid, sun-shining, 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.

A warm welcome is sent to our new members of the teaching team; Su Yong, Katie Tustain, Tanya Roberts, Lauren Hewitt and Amy May.

## Change of School Timings, Bringing Children to school and Collecting them

In preparation for Monday, please read the letter that was sent out before the holidays. Mrs Edmunds has re-attached it with this letter for your convenience. The information can be found on the school website too. We want to ensure that children feel happy and settled as the new academic year begins.



**Attendance** at school is compulsory. Every child should be in school every day. Our target for attendance this year is 97%. This means that all pupils should be in school for more than 185 out of the next 190 school days so that we can hit our target!



## 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 email or a thorough conversation with the Office team. Mrs Khindey and I will be 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 timetable, curriculum map, and full set of diary dates next week so that you can plan to attend this meeting and other events.



### PE lessons will begin next week

Please ensure the children come to school in their P.E. kits on their P.E. days. Please remember that long hair must be tied back, and no earrings should be worn on a P.E. day.

**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:

Nursery	Tuesday afternoon & Wednesday morning
Reception Oak/Ash	Tuesday
Year 1 Pine/Elm	Monday
Year 2 Birch/Beech	Monday & Friday
Year 3 Maple/Cedar	Monday & Thursday
Year 4 Hawthorn/Hazel	Wednesday & Friday
Year 5 Poplar/Willow	Thursday & Friday (only the children who will not be going swimming on Friday)
Year 6 Sycamore/Chestnut	Thursday & Friday

### School Dinners

Please remember to log on to School Gateway to book your children's meals. The cut off time for ordering a meal is 8:00am so we strongly recommend booking your child's meals for the week on the previous Sunday. If you forget to book a meal, the office team will contact you to ask that you bring in a packed lunch. Please note this **important** update from HCL; if your child is absent for any reason, you will need to log on to cancel their meal for that day before 8:00am. If the meal is not cancelled, you will be charged by HCL to reduce their costs on wasted food.

### Medication

If your child has a regular prescribed medication, such as an asthma inhaler, it is imperative that this is in school every day. If your child has a severe allergy and has been issued with an auto-injector, they will not be able to come into school without it. You will be asked to take your child home with you to fetch the auto-injectors and then bring them back. Ideally we prefer two auto-injectors to remain in school at all times to reduce the need for transferring the auto-injectors from home to school and back again. We thank you for your understanding. If you need to update us on any medical conditions which have developed over the summer, please inform the office team.

Finally, I write to inform you that Mrs. Faulkner, our Office Manager, will be leaving Highwood. Her last day will be Friday 23<sup>rd</sup> September. She will be sorely missed! Mrs. Faulkner joined Highwood almost 10 years ago. She has supported many families, staff, and children during her time at the school. She has been integral in supporting the school team through its challenging and sad times.

Mrs. Faulkner has always carried out her responsibilities with enthusiasm, and tenacity and has always looked at how things could work better. As you already know, she has helped the



Friends of Highwood to ensure events run smoothly so that the children have lots of fun. We have all benefitted from her support as she has worked tirelessly for the benefit of our children and families and has ensured the best outcomes for them. Her expertise has been invaluable to the school. On a personal note, I would like to thank her for her support. Though always busy, she has never failed to offer a hand when I needed it. She has been a wonderful colleague to work with. However, that being said, I am so pleased for her. She is going to branch away from the education sector to new adventures in an exciting role that will continue to develop her career aspirations. It just remains for me to wish Clare, as I am sure you do, my very best wishes for the future.

Wishing you an enjoyable weekend ahead and the school team looks forward to a positive start to the new academic year.

Yours sincerely,

Bindu Rai  
Headteacher