

HEATHFIELD KNOLL SCHOOL

and First Steps Day Nursery

3 months to 16 years of Educational Excellence

Headmaster: Mr. L. G. Collins B.Sc.(Hons), P.G.C.E., M.A.

28th February 2021

Dear Parents

Following my letter of one week ago, I am now in a position to share details in advance of the reopening of school to **all pupils from 8th March**. Please find the time to read these details in full. I will be sharing this information, and any subsequent updates, with you in a **webinar on Wednesday 3rd March at 7pm**. Please [use this link for the webinar](#) (there should be no need to pre-register).

1. Testing - from Year 7

Pupils of secondary school age are asked to undergo a lateral flow test. I will share a separate walkthrough video of this process on Monday 1st March. Whilst this is recommended, this is a voluntary process and parental consent is required in advance of the start of the testing. Consent may be given using a Google Form; a copy was forwarded to the registered school parental email address on 24th February 2021.

The first lateral flow test will take place for all secondary age children from **1.30pm to 6pm on Thursday 4th March** in the main school library. This is a Games afternoon for Years 7, 8 and 9 and there will be no live lesson for this subject at this time. Live lessons for Years 10 and 11 will continue until the usual end time of 4pm. There is no requirement for specific year groups to arrive at a particular time in the afternoon and we are happy to accommodate siblings from different year groups at the same time.

Subsequent lateral flow tests will take place weekly on a **Monday and Thursday lunchtime**. We do not anticipate pupils being required to miss curriculum time in order to be tested. Whilst there will be an option for children to be tested at home, a decision has been made that we will continue to operate our school testing centre until the end of the term. The current thinking is then to issue home testing kits for use from the start of the summer term.

2. Wearing of masks - from Year 7

Pupils of secondary school age are asked to wear a mask in communal areas (as previously) **and** in classrooms. There is no requirement for pupils in Years 6 and below to wear a face covering. Please note that the guidance states a mask rather than a visor. Please advise Mrs Stooksbury (tstooksbury@hkschool.org.uk) should there be a medical reason or similar as to why a mask cannot be worn. Teachers will have spare masks available for those who do not have one in school. We ask that masks

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are largely plain (patterns are fine but please no 'designer' masks or those showing pictures, motifs and so on). If unsure, guidance will be given by form teachers when back in school.

3. Classroom preparation - Lower School vulnerable children and children of key workers

We have been using the Cedar classrooms to accommodate vulnerable children and those of key workers since the start of this lockdown. These classrooms need both a deep clean and also rearranging and resourcing to accommodate the return of all children. Consequently, and with regret, **there will be no on site provision for children of Lower School age on Friday 5th March**. Children who would usually have been in school are asked to learn remotely off site. Children from Year 5 who have been taught in the main House during lockdown are not affected by this change.

4. Monday 8th March return to school - all pupils, including Preschool

The return to school will likely be busy and we will do our best to manage the flow of vehicular traffic and people; nevertheless please be patient.

Car parking - all parental car parking is on the playground at the start and end of the day. If dropping off / picking up only, then please use the area immediately in front of the Main House. Car parking in the area bordering the treeline is for staff cars.

Start and finish times - these are exactly as per the normal timetable (the lockdown timetable will cease at 4pm on Friday 5th March). Please start to arrive no earlier than 8.15am. Please supervise children until 8.30am and do not allow 'open play' on the playground (that will be operating as a car park). Teachers and Preschool staff will welcome children from 8.30am into classrooms. Registration is at 8.40am promptly. The timings for the end of the day are unchanged. There is an expectation that most children will be departing school at 4pm (see exceptions below).

Wraparound care - this will operate on the normal timetable and we will revert to the bookings made via the Engage Portal at the start of this term. If you are unsure as to your booking or changes are required, including new bookings, please contact info@hkschool.org.uk at the earliest opportunity.

After School activities and homework - sadly current restrictions makes it difficult to operate our usual programme of activities after school. Aside from wraparound care

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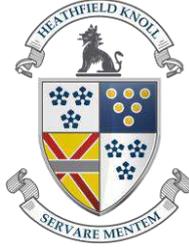


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for younger children, there will be supervised prep each day for children in Years 5-11. Please complete [this form](#) to indicate if your son or daughter will be attending.

Pedestrian movement, including parents - Year group bubbles will continue to operate as previously. Consequently Lower School pupils should use the same classroom entrance as before. Pupils from Year 5 are asked to go directly to their classroom and not to wait on the playground. Parents are kindly requested to remain in their vehicles unless dropping-off / collecting children. When on site all parents are asked to wear a face mask; this is particularly important when waiting to collect children. Maintain 2m social distancing please.

PE wear - as previously, pupils should arrive in their PE wear on the days that they have PE and Games. The changing rooms will be closed. Copies of pupil timetables may be found on the Engage Portal.

Forest School - remedial work is being undertaken on a number of trees currently. Forest School will likely go ahead as usual but a new location may need to be used temporarily. Clothing arrangements are as previously.

School food - from Monday 8th March, the school will resume on-site catering. This service will include at least one hot option each day. A new menu will be shared via email with parents on Tuesday 2nd March. Items will need to be selected from this Google Form. In subsequent weeks, menu choices will then operate as previously - either via a Google Form shared with parents for younger children or via Form Teachers.

5. Minibuses - existing users (and new requests considered)

As a result of staff who are shielding, we will be operating at reduced capacity. Mrs Onions will contact past users of this service from Monday 1st March. If you have not used this service in the last term and would like to request a place, please contact Mrs Onions directly (jonions@hkschool.org.uk). All minibuses will depart shortly after 4pm each day.

The above information is not an exhaustive list and information continues to arrive with me on a daily basis. I will share updates received in the [webinar on Wednesday 3rd March at 7pm](#). Alternatively, you may wish to book time directly with me using my [online calendar](#).

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We are looking forward to welcoming the whole school community back to Heathfield Knoll.

Kind regards,

Lawrence Collins
Headmaster

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