



Hill Top Primary Academy
Batley Road, West Ardsley, Wakefield, WF3 1HD
Principal: Mrs Karen Hyams
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Dear Parents/Carers,

We are aware that the spread of the Coronavirus (COVID-19) in the UK and abroad will be causing you concern. Following the additional advice from the government (12 March 2020) moving the country into the delay phase, please note that pupils showing symptoms of coronavirus infection should self-isolate, remaining at home for 7 days. Please inform the Office in the usual way. We would also ask that you keep us informed of any change, such as, a diagnosis being confirmed.

We want to reassure you that the school takes the health and safety of its students and staff very seriously and have undertaken a review of our emergency and contingency plans, putting a wide range of preventative measures in place with regard to infection control.

I am sure you will understand that the school will endeavour to remain open. A daily risk assessment will be made with regard to, staffing levels. As such, I need to make you aware that if staffing levels drop below those needed to safely continue, we may need to operate a partial closure system. In the event of this happening, we send you a message through the School Jotter app and notification will be on the school website. We will give you as much notice as we are able to.

At this stage we hope that the above does not prove necessary and we will take all necessary steps to avoid this.

We continue to receive daily updates from the government and follow their advice

We will continue to provide an education to children by setting learning routines and home learning tasks in all year groups. Staff will still be working providing they are fit and well and they will be setting work for children in the event of a closure.

How will this happen?

Each classteacher will send out a daily email to one parent only, providing learning materials, resources or tasks for children to complete. Classteachers will provide simple explanations, set instructions and information for each task. The expectation will be for children to complete the work and staff will set the day as to when this needs to be completed by. If possible children's work should be emailed back to the classteacher in order for them to monitor progress (this would be possible if word documents are used and attached). Children will receive a book on the day of closure and work may be completed in those books and returned to school once reopened, however, this work will not be marked during the closure.

What work will be set?

Teachers will stick to their timetable as much as possible and each day your child will receive Maths and English tasks (including a reading comprehension, SPAG, spelling and writing) and topic work. Included tasks may be set which do not involve writing. Each classteacher will have a different system in place for grouping their children and on the day of closure staff will inform them as to which group they are in when the work is set, for example, 'red group to complete....' Children will record in their planners, reading record books or in the books we are providing as to the group they are in so they don't forget.



When will we receive the work?

An email will be sent between 1pm and 4pm the day before. Teachers will say when the work needs to be completed by. The email you receive will be from, for example,

year1@hilltopprimary.org.uk

year5@hilltopprimary.org.uk

These emails are currently inactive and will not go live until we are instructed to close school.

Once school reopens the emails will cease. When you email work back, please email by clicking on **reply** and **not** reply all. Due to GDPR regulations we will blindcopy your email addresses.

Can we communicate with the classteacher?

Whilst you may wish to communicate with the classteacher regarding the work and/or how well your child is coping with the tasks, the classteacher will **not** reply back to you. They will plan tasks and projects where children can complete these at home based on their knowledge and assessment of your child's ability.

What happens if my child doesn't complete the work?

This is not mandatory, however, classteachers are ensuring they are providing work for your child on a daily basis so they can continue with their routine of learning and continue to make progress in all subjects. If children do not complete the work then they may fall behind in their learning and their peers. As gaps in their learning take place this may affect their future learning moving through the school.

Please be assured that staff will continue to work hard in providing an education for your child in the event of a closure. I appreciate the work and tasks set are not ideal as teaching would always take place in the classroom before any task is given, however, staff will strive to make it accessible and relevant to the work they have completed in class with each activity planned very carefully.

Regards

Karen Hyams
Principal



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