



**Hill Top Primary Academy**  
Batley Road, West Ardsley, Wakefield, WF3 1HD  
Principal: Mrs Karen Hyams  
Deputy Principal: Mrs Joanne Lancaster  
Tel: (0113) 3074750  
E-Mail: [office@hilltopprimary.org.uk](mailto:office@hilltopprimary.org.uk)  
Website: [www.hilltopprimary.org.uk](http://www.hilltopprimary.org.uk)



Dear Parents/Carers,

Firstly, I want to thank you all for your considered response to schools having to shut. It has been a challenging week for us all and this will continue for some time.

The introduction of social distancing and the requirement to stay at home and avoid unnecessary journeys or social contact is well explained in the following link:

<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>

I thought it would be useful to give you an update on how Hill Top has been operating this week and our plans going forward.

We have had a skeleton staff in to keep the school open for the very small number of children we have agreed need to be in school. Alongside this, those pupils in receipt of free school meals, who wanted it, have had grab bags/food boxes which they have collected from school. Our thanks go to those staff involved, particularly the catering team and Chris Hulme, Woodkirk's Catering Manager for an excellent job. Going forward, we await confirmation of the national voucher scheme and will be in touch about this once known. We have been alerted to a number of scams around FSM and confirm that the Academy will **NEVER** ask for bank details.

We know that some families may find themselves in hardship or becoming eligible for free school meals due to changes in circumstances. We would ask that you email [help@hilltopprimary.org.uk](mailto:help@hilltopprimary.org.uk) or contact the school on 0113 3074750 if you need this support.

During this extended school closure, pupils are expected to complete work from home.

- We would encourage children to complete this work during the normal school day and lesson structure.
- Pupils are reminded that failure to keep on top of work may seriously affect progress.
- Completed work to be emailed to teachers for it to be checked.
- Pupils should only use school email address given to contact teachers.
- Pupils are reminded that teachers will try to respond as promptly as possible to their questions, but they may not be able to reply immediately.
- Where possible, pupils should contact teachers only during normal school hours. Emails sent/received after 3.10 pm may not be responded to until the following day.

If you are struggling to complete the work because of the restraints around electronic devices, please try to read daily for 30 minutes, have a go at Times Tables Rockstars for 15 mins daily and check the work sent to see if there is anything you can do without being online – writing a story etc.



*As pupils are now spending more time online, please remember to monitor their usage to keep them safe from online abuse and unwanted contact. Links to information and support around online safety can also be found at this link <https://swgfl.org.uk/resources/checklists/> . We continue to recommend that phones and other devices are not in bedrooms overnight, particularly for younger children. If any issues arise, apps will have reporting mechanisms built in. There is also the option of reporting directly to CEOP. School will still remain a point of contact for support should you require it.*

*Finally thank you for all the lovely messages that you have been sending to school and to staff. These are very much appreciated. Life is very tough for so many of you at the moment so please do take care, keep in touch and know that Hill Top will do everything it can to support you and your families through the next few weeks. Please stay safe and look after each other.*

*Regards  
Karen Hyams  
Principal*