



Hill Top Primary Academy
Batley Road, West Ardsley, Wakefield, WF3 1HD
Principal: Mrs Karen Hyams
Vice Principals: Mrs Joanne Lancaster
Tel: (0113) 3074750
Fax: (0113) 3074751
E-Mail: office@hilltopprimary.org.uk
Website: www.hilltopprimary.org.uk



1st July 2020

Dear Parents and children,

As you are aware school is due to reopen to all Year groups except our youngest Nursery children on Monday 6th July. Children from Year 1 to Year 6 are in for two days only either on Monday/Tuesday or Thursday/Friday. **Only children of Parents that have contacted school can return as we can not go over 15 in any group.**

Children in Nursery and Reception have been invited in for one day in each week as we can only have up to 8 children in these classes at any time.

THE INFORMATION BELOW IS VERY IMPORTANT for Years 1 - 6

Timetable: Year 6: Arrive at 8.45am Finishing at 3.10pm until 10th July.
Year 5: Arrive at 8.50am Finishing at 3.05pm
Year 4: Arrive at 8.55am Finishing at 3pm
Year 3: Arrive at 9am Finishing at 2.55pm
Year 2: Arrive at 9.05am Finishing at 2.50pm
Year 1: Arrive at 9.10am Finishing at 2.45pm

Please note that these times stay the same for both weeks. Your children still remain in the same year group even though they are moving into their next class.

Children attending School

- All children come into school in school uniform.
- All children must arrive at their allotted time and be collected on time. Any late comers will have to wait until the last class enters before they will be allowed in to school.
- Parents and children must wait at the lower end of the driveway and wait to be called forward to line up. Parents will not be allowed onto the school premises.
- All children must line up on one of the red spots on either side of the drive when asked to do so. There are enough spots for one per child.
- Children must only bring: their packed lunch, a coat, water bottle, sanitiser, inhaler if reqd., and reading book if not yet returned.
- **NO PENCIL CASES or BAGS WILL BE PERMITTED INTO THE SCHOOL BUILDING.**
- Children will be collected by their Class Teacher or Teaching Assistant at the main gate and will be taken around to where they will line up.
- They will then enter school one at a time as directed by their teacher and wash their hands at a dedicated class sink.
- They will then be directed to a seat which will be theirs whilst in school.
- Coats, if brought, will be kept folded in the tray under the table. Children may keep their water bottle on the table along with their own hand gel that they need to supply themselves if they want it.
- A daily register will be taken so it is important that you phone school if your child is off once they have started back on July 6th. Please phone before 8.30am so we aren't waiting outside for the children.
- All doors and windows will remain open all day to increase airflow throughout the school.
- Children will not be able to leave their desks and visits to the toilet will have to be kept to a minimum. All desks are 1 metre apart with two children at each desk opposite each other and there is a dedicated space for staff that children must not enter. Staff will not be wandering around the classroom and will not be marking work children do. Children will mark Maths and English before the session ends with the teacher however, if it is work that the teacher needs to mark the work will be photographed and sent to her for it to be done. Staff will not be handling children's work.
- Children will have a break part way through the morning however and some of the lessons may be taken outside if the teacher feels it appropriate to do so. All classes will have lunch and break at different times so that the classes don't merge on the playground. It is hoped that the weather will be good so we can utilise the field.
- Children will all wash their hands every time they leave and enter the building.

- At the end of the day, Parents must wait outside the gates ensuring social distancing and staff will bring the children out. Parents will be called up to the gate area as their class arrive.
- We do expect children to leave school promptly as we have 8 different staggered times and we have to clean all the classrooms down thoroughly at the end of the day.
- Parents will not be allowed entry into the school building. If you wish to speak to a member of staff please phone the office to make an appointment. We are sorry for any inconvenience this may cause.

THE INFORMATION BELOW IS VERY IMPORTANT for Reception and Nursery

Rec: Arrive at 9.15am Finishing at 2.40pm

Nurs: Arrive at 9.20am Finishing at 2.35pm

These times are the same for both weeks. Children are still classed as Reception or Nursery even though they're moving into their next classroom.

Please read the above information for Y1 to Y6 as some of it will apply for your children. However, arrangements for Reception and Nursery children will be slightly different. Staff are still advised that they must try to keep 2 metres away from the children but appreciate that this won't always be possible. What staff won't be able to do though is pick children up and hand holding will be at an absolute minimum. Children will have equipment to play with – the bikes will be out and Mrs Blakeley is going to set up a 'car-wash' as well as lots of other water based activities with soap in. What we aren't able to do is join the Reception and Nursery children together so Reception won't have the same amount of access to the water based toys etc. Children however WILL NOT be told to keep away from each other in Nursery. Mrs Blakeley will talk to the children but it will be impossible to keep them so far away from each other. Lunch will probably be eaten on the 'mound' but children do have to be able to access the foods themselves – staff shouldn't be handling packaging for the children so please make it as easy for your children as possible. Remember, only water is permitted – no other drinks please. Please explain to your children that their rooms will look different and not as many toys will be out but they will still have lots of fun and loads of exciting things to do.

Children who are not attending school.

The work that is set for the children in school will still be sent home. In the first week there will be work for four days but in the second week there will just be two days work. Teachers will instruct you what needs returning and what needs to come back with you in September.

I really have tried to cover everything here but undoubtedly I will have missed something for which I apologise now.

We really are all looking forward to seeing all the children who are returning to school next week.

Regards

Mrs Hyams