



31st August 2022

Dear Parent/Guardian,

RE: Start of Term – September 2022

I hope that you and your family have enjoyed a joyful and restful summer.

School Opening for the new Academic Year

Date	Arrangements	Further Information
Friday 1st September	Staff INSET day	School closed to students
Monday 5th September	Year 7 Settling in Day – in school all day Pupils to arrive at the PE Entrance for 8.40am start	All Year 7 pupils to wear full school uniform. Lunch will be supplied on this day only
Tuesday 6th September	Year 7 to arrive for 8.30am to enter school through the PE entrance and go straight to the Theatre by 8.40am. Years 8 & 9 to arrive for 9am – Go straight to Assembly in the theatre Years 10 & 11 to arrive for 9.15am – Go straight to form rooms	All pupils to wear full uniform Form lists & rooms will be displayed by the entrance doors
Wednesday 7th September	Full timetable begins for all students All pupils to be in school for 8.40am start.	



Uniform & Equipment

All students are expected to wear the full school uniform.

- The school's uniform supplier is 1st Class Kids. For more information, please visit: www.1stclasskids.co.uk.
- Shoes must be plain, black, traditional in style and have a flat sole. They should be a plain design with no logos, decorative buckles, coloured laces or stitching, labels, tags, studs or other decorations. Boots, trainers, plimsolls, canvas or suede shoes are not permitted.
- No jewellery to be worn, except for a single pair of small gold or silver stud earrings and a watch. No other form of body piercing is allowed. Jewellery must be removed before doing P.E. lessons.
- No make-up or nail varnish may be worn.
- Unnatural hair colours and extreme hairstyles are not permitted.
- Casual sweatshirts, hoodies, and denim clothes must not be worn.
- Coats must be removed on entering the building.
- Pupils should have a sensible rucksack or bag (preferably blue or black) in which to carry their equipment, books and kit.
- Students who have PE on that day will be allowed to wear their PE kit instead of their uniform.
- Please see the school website for further details regarding uniform & behavior expectations

De-Hub Information

After consulting with staff and pupils, the Academy has decided to remove some aspects of the hub system and return to the traditional 'specialist room' model. This means pupils will once again move to different rooms throughout the day. Staff will be able to remain in their own specialist rooms and this will ensure no learning time is lost. Pupils will be expected to move around the Academy responsibly and ensure they get to lessons on time. This accountability will help them to develop their leadership character.

To support our pupils with this change the following measures have been put in place:

- All pupils will remain in a designated hub area for tutor sessions. Every morning they will meet their tutor and peers in the same room. Heads of Year will be based in these tutor hubs.
- Year groups will have their own designated indoor and outdoor social areas and toilet block.
- Staff will be on duty during all lesson changeovers.
- Additional support will be given to those pupils who may need more time to adjust to the 'specialist room' model.
- Year 7 pupils will be able to access 'Bill's room' every lunch time. Bill's team will support year 7 break times.
- Years 8 – 11 will be able to access 'Bill's room' on designated days. A timetable will be shared with pupils.

Break and Lunch Time

To avoid year groups mixing, and minimise crowding, break and lunch times will have special arrangements:

- There will be staggered timings for break and lunch times, as outlined below:

Year	Break time	Lunch time	Locations
7	10.15am-10.30am (Tues-Thurs) 10.50am-11.05am (Mon & Fri)	12.30pm-12.55pm (Tues-Thurs) 12.50pm-1.15pm (Mon & Fri)	Break – Technology side of Atrium Lunch - Both Atriums and Yard 1
8	10.45am-11.00am (Tues-Thurs) 11.15am-11.30am (Mon & Fri)	1pm-1.25pm (Tues-Thurs) 1.15pm-1.40pm (Mon & Fri)	Technology side of atrium
9	10.45am-11.00am (Tues-Thurs) 11.15am-11.30am (Mon & Fri)	1pm-1.25pm (Tues-Thurs) 1.15pm-1.40pm (Mon & Fri)	Music side of atrium
10	11.15am-11.30am (Tues-Thurs) 11.45am-12noon (Mon & Fri)	1.35pm-2pm (Tues-Thurs) 1.45pm-2.10pm (Mon & Fri)	Music side of atrium
11	11.15am-11.30am (Tues-Thurs) 11.45am-12noon (Mon & Fri)	1.35pm-2pm (Tues-Thurs) 1.45pm-2.10pm (Mon & Fri)	Technology side of atrium

Students or Staff who test positive for COVID-19

- If a student or member of staff develops the symptoms of COVID-19 (a new, persistent cough, high temperature or a change or loss of smell or taste), they will be sent home and asked to book a test.
- If someone tests positive, the school will contact Public Health England (PHE) and follow their guidance.
- Following advice from PHE, the school will contact parents via our text message service if your child has been in close or direct contact with someone who has tested positive, advising them to self-isolate for 14 days.

Term Dates 2021-2022, Attendance & Holidays During Term Time

Please find enclosed a copy of the term dates for the new academic year.

- It is really important that students attend school fully. Each year, students with the poor attendance make less progress and achieve lower grades in their studies. This is why we will insist that students attend school fully and ask the Education Welfare Officer from the Local Authority to visit homes for students with poor attendance.

- As you know, the school is not allowed to authorise any trips or leave during term time unless there are exceptional (emergency) circumstances for the student concerned. Thank you for your support with this.

Nut Free School

We have an increasing number of students at Highfield Leadership Academy who suffer from a severe allergy to nuts. For some students, coming into contact with nuts causes a potentially life-threatening anaphylactic reaction.

This reaction can be induced by smell, touch or ingestion of nuts. In order for us to reduce the risk of an anaphylactic reaction occurring at school, we would be very grateful if you could refrain from sending your child to school with nuts, or any product containing nuts, for consumption at break or lunch time.

For example

- Peanut butter sandwiches
- Chocolate spreads
- Cereal bars
- Some granola bars
- Cakes that contain nuts
- Biscuits/cookies that contain nuts
- Some Asian food, including satay Sauces that contain nuts

This list is not exhaustive, so please check the packaging of products closely. We appreciate that this is an additional thing to check, and we know that you recognise the importance of it. We do have to insist we are a nut free school. I know if this was your child you would expect that we all help, especially as it is a life-threatening condition.

Thank you for your cooperation with this matter.

Open Door Culture

Finally, I would like to take this opportunity to reiterate to parents that my philosophy, as a Principal, is to ensure that we are a partnership, the school, parents, students, and community. To this end, I insist that the school, and in particular the senior leaders at the school, ensure that we have an 'open door culture'. What this means for you as parents, and the wider community, is that we welcome the opportunity to meet with you should you have any concerns, comments, or suggestions that you would like to discuss with us. Only together can we ensure that the school provides the highest quality education and provision for all of the youngsters in attendance. Should you wish to meet with me, or any of the senior leaders at the school, to discuss any matter, please contact the school to arrange an appointment, or email info@highfield.staracademies.org. Our aim is to respond to all emails within 48 hours of receipt.

Regards

A handwritten signature in blue ink, consisting of several overlapping, slanted strokes that form a stylized, cursive-like representation of the name.

Anand Patel
Principal



Highfield
Leadership Academy

SCHOOL TERM AND HOLIDAY DATES

2022 - 2023

(All dates are inclusive)

AUTUMN TERM 2022

Staff Inset Day - 1 Friday 2nd September 2022

Re-open (for Year 7 students only) Monday 5th September 2022

Re-open (for all years) Tuesday 6th September 2022

Mid Term Closure Monday 24th October - Friday 28th October 2022

Staff Inset Day - 2 Friday 25th November 2022

Closure after school on Friday 16th December 2022

Christmas Holiday Monday 19th December – Monday 2nd January 2023

SPRING TERM 2023

Staff Inset Day - 3 Tuesday 3rd January 2023

Re-open (for students) on Wednesday 4th January 2023

Mid Term Closure Monday 13th February - Friday 17th February 2023

Closure after school on Friday 31st March 2023

Easter Holiday Monday 3rd April – Friday 14th April 2023

SUMMER TERM 2023

Re-open (for students) on Monday 17th April 2023

May Day Closure Monday 1st May 2023

Mid Term Closure Monday 29th May - Friday 2nd June 2023

Closure after school on Thursday 20th July 2023