



Heathcote School & Science College

Normanton Park, Chingford, London E4 6ES. Tel: 020 8498 5110 Fax: 020 8529 3935

E-Mail: heathcote.school@heathcote.waltham.sch.uk Web: www.heathcoteschool.com

Headteacher: Emma Hillman NPQH, MSc, MA

Dear Parent/Carer,

I do hope you have had a good break. Here is some key information about the start of term and the period up until Christmas.

Monday 2nd November

	Year 7	Year 8	Year 9	Year 10	Year 11	Post 16
Entrance	Whitehall Road	Whitehall Road	Main Gate	Main Gate	Main Gate	Sixth Form
Arrival Time	11.50	11.20	10.50	10.20	9.40	12.00 or 12.50 if no food
Departure	14.50	14.40	15.00	14.50	14.40	15.00

The day will be staggered to ensure pupils have time for an assembly and tutor time to make sure they are all clear about the changes from Tuesday 3rd November. Pupils self-isolating or ill will need to watch the assembly link that will be sent out via Google Classroom before they return to school. Start times are below. Pupils should log into Google Classroom for period 4 which will be the first subject lesson at 2.10 pm.

On this day, pupils should bring a packed lunch unless they have free school meals as the final lunch orders cannot take place until this day when a number of children who have been out will have returned to school. The ordered lunches will start on Tuesday 3rd November. Again, orders will be made for 3 weeks (not including 3/11/2020) and for these meals, parents/carers must top up the meal payment item on Dinner Top Up on Parent Mail rather than pay a separate cost like before and so you will need to ensure that there is £35.84 credit which will be transferred.

If you are concerned about paying for your child's school meals, and they do not receive free school meals, you should contact Ms Austin (eaustin@heathcote.waltham.sch.uk) to discuss this in more detail. If these steps are not taken, we will not be able to provide lunch for your child if the payment is not there. We will inform you when you will next need to top up and your child will then order the next set of meals via a Google form.

Updated Information

Year 7 and Year 8 will swap start and finish times from Tuesday 3rd November so Year 7 will need to arrive for an 8.50 start to lessons (no more than 5 minutes before) and Year 8 for an 8.40 start (no more than 5 minutes before).

All pupils must have a mask and a clean spare and plastic bags to put these in when they are not wearing them. Pupils will be charged if we have to provide a mask and there may be sanctions.

These must be worn in communal areas and can be worn in classrooms. Masks must also be worn on public transport. This information may change if local or national guidance changes. Lanyards will be given to those who are exempt.

There will be some changes to the school day which will be explained to pupils on the first day back. These include amongst other things a change to the designated areas for some year groups both inside and outside, and a renewed focus on hand-washing.

Self-Isolation

Thank you to everyone for your support and positive attitude when we have had to send pupils home and thank you for following the guidance. I do know how hard it is and we are very grateful.

Weather

We need to keep windows open in all classrooms so pupils will need to ensure they are dressed for a ventilated classroom. This may mean wearing a plain t shirt under their school shirt and a school jumper as per the uniform guidance, as well as tights for girls and thermal underwear for all if necessary. Pupils will not be allowed to wear coats in classrooms or lunch areas at the present time as these restrict learning and movement so need to ensure they are warm enough inside. They will need coats and umbrellas for outside as the weather is going to get very cold and pupils will be outside more than normal. Again, if you are concerned about the cost of these, please contact Ms Austin.

Behaviour in the community

As the situation locally and nationally appears to be getting worse and not better, you must make sure that you and your family are all following the guidance when outside of school. The only way we can keep the community safe is by all of us following the guidance. A small number of pupils find it hard to behave safely on the way to/from school and, if there are further reports of this, parents and carers will need to bring/collect them to/from school and they may have different start and finish times.

Punctuality

Whilst I know how hard travel is at the moment, please ensure your child arrives no earlier than 5 minutes before their start time. We can only enter pupils at staggered times and we have had complaints from local residents about pupils loitering. Some pupils are arriving 45 minutes too early. Whilst we would normally support early arrival, this is not the case at the moment due to the safety restrictions. More pupils should be walking to school as this can be timed much more accurately than buses and is safer for everyone.

Track and Trace

I have been asked by a number of parents how we track and trace. Each child has an allocated seat in the classroom and dining hall and we track and trace using a system called *Class Charts*. This enables us to identify who has been within 1m (for a minute or more) or 1-2 m (for 15 minutes or more). We also ask the pupil who else they have had contact with outside of the classroom or lunch hall. I spoke to the London Corona Response Cell yesterday who told me how impressed they were

with how few pupils we were sending home for each case, as other schools are not tracking and tracing as efficiently.

Remote Learning

We are finalising our remote learning policy and hope that you are becoming more confident with using this platform. We will be sending out further guidance during the next half term and please do contact us via teaching.learningadmin@heathcote.waltham.sch.uk if you need any further support. It is a challenge operating a blended learning model when some pupils are in and some out and staff are learning and developing their practice. Please bear with us as staff also become more confident.

Year 11 and 13 Exams

We still do not know the details of the 2021 summer exams but will let you know as soon as we can. A full set of mocks is planned for February and pupils should treat these as seriously as the real event as these will be used as one of the key indicators if we have to submit centre assessed grades. **Year 11 Parents' evening will be run remotely on Thursday 26th November and further details will follow.**

Sets in English and Maths in Key Stage 3

We are unable to set these classes after half term as we first hoped due to the national and local increase in cases. This will mean more pupils would have to be sent home if there was a positive case. We will continue to review this and ensure teachers teach at a level to suit all pupils.

Communication

The newsletter will start after half term as a new member of staff will be joining the office team. Please make sure you check Parent Mail on a daily basis as communication is so important at this time.

INSET Day

Please do not forget the INSET day on Friday 27th November. On this day, we will be training staff further on remote learning.

Do enjoy the rest of half-term and thank you again for all your support this half-term and your generous donations to our Covid hardship fund.

All the best

Emma Hillman

Headteacher