

06 November 2020

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01924 263224

Email: [admin@horburyprimary.accordmat.org](mailto:admin@horburyprimary.accordmat.org)  
Website: [www.horburyprimary.accordmat.org](http://www.horburyprimary.accordmat.org)

Executive Principal: Miss JK Tomlinson

Dear Parents/Carers,

Welcome back to Autumn 2! I am sure many of you will have noticed that I have not been around at the beginning and end of the school day this week-this is because unfortunately I have been 'tracked and traced' and asked to self-isolate for 11 days. I am grateful to say that I have not been unwell or showing any symptoms and have at least been able to continue working from home. Interestingly the children spotted straight away that I was not streaming from my office for assembly on Monday morning - nothing gets past them!

This is normally my favourite half term of the school year as we have lots of lovely things happening in school and we are keen as a staff to try and ensure that we do still do some of these things, albeit in a slightly different way. Watch this space for further information about the things coming up later this half term.

### Arrival and departure arrangements

As we have now gone into another national lockdown it would seem timely to remind you of our arrival and departure arrangements.

We respectfully request that:

- You adhere to the staggered arrival and departure times;
- Only one parent per child at drop off and pick up;
- You social distance as adults, 2 metres is a significant distance so please check the posters if you are unsure.
- You remember that you can come at any point during your 10-minute allocated slot, the actual learning time begins at the end of this period. It is preferable that you do not arrive before the allocated time as this means that parents are gathering on the pavement and this is what we are trying to avoid.

It might also be appropriate for us to now suggest that you wear a **face mask** when dropping off and collecting your child. I think it is important that we all continue to do our bit in order to reduce transmission and infection rates in our community.

Could I also request that parents do not come to the school office unless it is absolutely necessary, as we are trying to limit the number of adults on site. There are a number of other ways that you can contact school and these are listed below. I do hope that you understand and support us with all these requirements as we continue to navigate our way through this difficult situation.

## **Rawcliffes**

The store will be closed during the lockdown period; however, uniform can be ordered on line with the option for collection from the store or postal delivery. All collections will be carried out adhering to government guidelines and practices

## **Medical and Contact information update**

You may recall that before the holiday I mentioned a request for up to date medical and contact information, we still have a lot of parents who have not completed this form. Obviously, it is important for us to have the most up to date information from you, therefore we have included the link to the online form again with this letter. If we do not receive this by Monday 16<sup>th</sup> November we will assume that there have been no changes.

## **Parents Evening Report**

You will remember that we said that we would produce a written information sheet instead of the normal parents evening that we would do at this time of year. This will be sent out on Monday of next week. However, please do remember that if we had any concerns we would be contacting you via other channels and not waiting until a Parent's Evening or report to tell you. You can also continue to contact us through the normal channels, listed below, should you be worried about your child and what is happening in school. The secondary schools are trialling a virtual event for their Year 9 and I am sure that they will share with us how this went in order to enable us to do something similar next time.

**Verbal** – telephone calls can be requested using the email contacts provided below, or by calling the academy on (01924) 263224

**Email** – email enquiries to [admin@horburyprimary.accordmat.org](mailto:admin@horburyprimary.accordmat.org) will be acknowledged and forwarded to the appropriate person. A response should be expected within 3 days.

**Written** – copies of whole-academy or year group letters are sent via our online communication system. Enquiries into the academy by letter will be responded to within 5 working days.

**Seesaw** – used by class teachers to share class specific activities.

Finally, I look forward to continue working with you over the coming half term and promise that we will endeavour to make school as normal as it possibly can be for your children in these strange times and I thank you for your continued support and understanding.

Yours sincerely,



Miss JK Tomlinson  
Executive Principal