



Little Hill Primary School

Headteacher: Mrs Vina Pankhania

Launceston Road, Wigston, Leicestershire, LE18 2GZ

Telephone: 0116 281 1963

E-mail: office@littlehill.leics.sch.uk

Twitter: @LITTLEHILLSCH

www.littlehill.leics.sch.uk

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LETTER NO 1

28th August 2020

Dear Parent/Carer

I hope you have all had some quality family time over the summer break. We are delighted to welcome back all the children to the start of a new school year. The team at Little Hill have been in all week busy preparing for the children's return and you will have received a phone call from your child's new class teacher ahead of them returning to school on Tuesday. We are very excited to see all of our children back at Little Hill. It has not been the same without them.

For our new starters, you will have received information on your child starting school. There is an information section on our website especially for you that you can access at any time. Please do not hesitate to contact us if you have any unanswered questions.

All letters will be placed on the school website in order to keep all parents well informed. In addition, any letters are also emailed to parents.

KEY INFORMATION FOR THE START OF THE YEAR

In addition to this letter, I will also be re-sending the start of school letter that came out to you at the beginning of the summer break. Please review the letter again as there is key information on there about the times of the day, entry and exit onto site and lunches.

Bubbles - As a school, we are working hard to ensure that we follow the DfE's guidelines and we will continually review the safety measures we have put in place for the whole school community. I would like to urge you to consider how many 'bubbles' your child will be part of outside of school when they attend school. Every establishment will be following the guidelines set by the government however it will be down to individual families to monitor their own exposure. It is vital that we all work together to keep all of the children as safe from the virus as possible. I would urge you to keep your exposure to a minimum to ensure the safety of the whole school community.

Face Masks – Face mask coverings are optional at drop off and pick up times for parents, however, we would encourage you to use them following the guidelines. Children do not need to wear a face mask.



WELCOMING BIRKETT HOUSE

As you are aware, we were intending to open an SEMH unit at our school this September, however, due to Covid-19 all of this work has stopped. We are pleased to be able to share with you that the local authority will be using the building located on our field this year. The children and staff from Birkett House will be based in the building and we look forward to welcoming them as part of our school community within our risk assessments.

We are also pleased to inform you that we have been successful in our bid to receive funding to help with the cost of the new fencing at the front and the rear of the school. I am sure you will agree that the added security will be of benefit for the whole school community and neighbourhood.

HOLIDAYS DURING TERM TIME

I really appreciate that the vast majority of parents have not booked holidays during term time. Your support has enabled your child/children to not miss vital education. We will not be able to authorise any holidays during term time; please ensure these are planned during the school breaks.

HEALTH & SAFETY INFORMATION

In order to continue to provide the children with a healthy and safe environment at school we would appreciate it if you would co-operate with us about the following safety issues:-

School Attendance - If your child is absent from school you **must** let us know the reason on each morning between 8.30 and 9.15 a.m. please. There is also an answerphone where you can leave a message should you wish to ring before 8.30 a.m. If we have not received a message from you we will endeavour to telephone you before 10.30 a.m. to ask for the reason for your child's absence. This system is in place to ensure that we know that every child that was supposed to arrive at school has indeed done so. If you do not inform us, then the absence will not be authorised for that day.

Parking – A polite reminder – please be considerate to our neighbours whilst parking when visiting the school. Last year we received numerous complaints. As a community school, safety and consideration of our neighbourhood is of paramount importance.

Records - We need to have up-to-date information about how we may contact you if your child is ill at school. Please let us know immediately if you change your address or place of work and the relevant telephone numbers for emergency contact.

Medical information - We need to have up-to-date information about any medical problem which your child may have. If you need to give us new information which is not already on your child's admission form, please e-mail the school office who will send a form home with your child. If your child now needs any form of inhaler or auto-injector pen, please complete the relevant forms in the school office.

Dogs – In the interests of health and safety dogs are not allowed on school premises.

Healthy Schools – Little Hill is a Healthy School and I would like to remind parents that sweets are not to be given out to your child's class when it is their birthday. You may wish to purchase a book for the class that they can all read together.

Photo Permission Forms – We are using last years completed 'Using Images of Children-Parental Consent Form' for those children who are already at Little Hill. **If your wishes have changed, please let us know.**

SCHOOL EVENTS

Due to restrictions within the Covid guidance, there are a number of trips and events that we are unable to do this half term. We will of course review this and keep you informed. This term we will be having a harvest celebration, a fun fundraising event and an extended parents' meeting. More information on these will come out in future letters.

MIDDAY SUPERVISOR VACANCY

We are currently advertising for Midday Supervisors at Little Hill. The hours of work are 12 noon to 1.15 p.m. Monday to Friday, term-time only. This is a vital role to help the children enjoy their lunch break whilst assisting in ensuring their health, safety, welfare and security.

If you would like further details, please e-mail the main office for an application pack. The closing date for applications is 3.30 p.m. on Thursday 3rd September 2020. Thank you.

MATERNITY LEAVE AND LEADERSHIP FOR THIS ACADEMIC YEAR

I am very pleased to be able to share with you that I am expecting a baby in the near future. It is a very special time in my life and I am very much looking forward to what this exciting new chapter brings for my family.

I wanted to tell you the details around my maternity leave. I will be taking Maternity Leave from this month and will write to you again once I have a date to share with you.

The leadership team will be:-

	New Post during Maternity Leave
Mrs Cartledge-Splitt (Deputy Headteacher)	Acting Headteacher
Mr Williams (Assistant Headteacher)	Acting Deputy Headteacher
Mrs Gavagan (Assistant Headteacher)	Assistant Headteacher
Mrs Roberts (Inclusion Manager)	Inclusion Manager
Miss Worthington (Middle Leader)	Acting Assistant Headteacher

As always, the school will work on an open-door policy where any concerns can be brought to us via the school office if you require a member of the leadership team. I would like to reassure you that during the time that I am away from school, our systems for supporting pupils and parents will remain continue.

If you wish to discuss anything with me prior to the start of my maternity leave, please do not hesitate to contact me through the school office and I look forward to returning after my maternity leave.

The staff and I very much look forward to welcoming you back to school. We will be working closely with you during this academic year for the benefit of all the children.

Yours sincerely

Mrs V Pankhania

Vina Pankhania
Headteacher