



Highfield Community Primary School

Mrs C. Spencer (Head Teacher)

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Date: Friday 7th July 2023

End of Year Letter 2023

Dear families,

As we come close to the end of the school year, I would like to take this opportunity to thank you for your support. As you all know, I started at Highfield Community Primary School in September 2022. This was a new chapter for myself, the children, all the staff and you - the families in our community.

Personally, I would like to thank you all for making me feel very welcome. As soon as I started here at Highfield, I felt at home. It has been a delight getting to know you all. The children at Highfield are fantastic, you should all be very proud and I look forward to working with you for years to come.

Goodbye and Good Luck!

It is always sad to say goodbye to our Year 6 children moving into Year 7. All the staff would like to wish them the best of luck, they all have promising futures ahead and we know they will be fabulous in whatever they do. Go and show the world what you are made of!

Staffing Updates

We also say goodbye and thank you to the following staff, Mrs Sally Castling and Christine Scott, for their hard work and dedication during their many years with us. On your behalf, I wish them both every success in their chosen futures and know that they will always feel a sense of belonging to our Highfield Community.

Congratulations to Mrs Porthouse, who has been appointed as our new SENDCo. I know that Mrs Porthouse will do a fabulous job and is excited about her new role.

Below is a table outlining staff responsibilities from September 2023:

Teacher	Year Group	Teacher	Year Group
Mrs Irving (Deputy Head Teacher) and Ms Johnson (one day only)	Year 5/6	Mr Allan	Year 3/4
Miss Simpson, Mrs Hastie and Ms Johnson	Year 1/2	Mrs Wake and Mrs Porthouse (SENDCo)	Early Years Foundation Stage Unit
HLTA / Teaching Assistant	Year Group	HLTA / Teaching Assistant	Year Group
Mrs Connelly	Early Years Foundation	Mr Richards	Early Years Foundation

	Stage Unit - supporting across the curriculum		Stage Unit - supporting across the curriculum
Mrs Dawson	Year 1/2 - supporting across the curriculum	Mrs Dolan	Year 3/4 - supporting across the curriculum and swimming
Mr Irving	Year 5/6 - Supporting English and Maths (am) and covering teacher's PPA and management time across the school	New Appointment - TBA	Interventions and SEND support across the school and supporting Year 5/6

Extending the School Day

You may remember, we carried out a consultation in the Spring term, when schools were being asked to extend their school day. The consultation gave families the chance to share their views on the impact of an extension to the school day.

However, there has been no further communication from the DFE. **Therefore, the school day will continue to end at 3:20pm when we return in September.** As soon as I have any further information, I will share it with you.

Finally, Autumn term starts Tuesday 5th September. I hope you and your families have a safe and enjoyable summer break. Enjoy and see you all in the new school year.

Your Sincerely,

Claire Spencer