



# NEWARK HILL ACADEMY

**Principal:** Mrs S. Kendal

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Dear Parent/Carers,

Tuesday 2<sup>nd</sup> March 2020

# WELCOME BACK

All of the Newark Hill Academy team are so excited to have all of the children back to the academy on Monday 8<sup>th</sup> March 2021. We are extremely pleased to reopen again as an educational setting providing a high-quality learning environment for ALL pupils. We are pleased to be getting back to some normality and I'm sure that every child is as excited to come back as much as we are to see them.

## Drop off and Collections

Please could all adults wear a face covering around the academy gates and on site during drop off and collections. Academy staff will be doing the same.

## Drop off

This is just a reminder that **no parents should be entering the site in the morning**, it is a drop off at the gate system following the gates that were shared in the letter previously sent. The academy office will remain closed and all enquires must be through phone call or email. Parents can only enter the academy with a pre-booked appointment.



**Mrs Farooq and Mrs Shortland – Garden Gate (Point 1)**  
Year 1

**Mrs Kendal – Front Gates (KS1 and KS2 Gates)**  
Key Stage 1 Gate (**Point 2**), - EY and Y2  
Key Stage 2 Gate (**Point 3**) - Year 3 and 4

## **Miss Griffin – Field Gate/Car Park (Point 4)**

Year 5 and 6

### **Collection Time**

At the collection times please enter through the main gates (Point 2 and 3) for EYFS to Year 4 and the car park gates for Year 5 and 6 (Point 4) **You will be allowed on site** near the classroom door, but you must maintain social distancing with each other please. If you have got two or more children in different classes use the last collection time given. For example, if one child is needed to be collected at 3:05pm and the other at 3:15pm, Collect the 3:05pm child just before 3:15pm then go to collect the other child.

Times will be:

### **Staggered Finish Times**

2:55 – Early Years only

3:05 – Year 1, 2K, 3S, 4LB, 4CB, 5T and 5GH

3:15 – Year 6, 2R, 3J and 3F

### **What to bring?**

Children need to bring as little as possible to ensure the classrooms are clutter-free to stop tripping hazards as lockers are not going to be used. Please bring only a coat and water (lunchbox too if required) No other items will be required during the first week.

### **Meals**

Please follow instructions from the admin team about booking lunches.

### **PE days**

On PE days, please could children come to the academy in PE kit. Children will not be able to change during the day. These will be the same days as before Christmas. If you are unsure, please contact your class teacher.

### **Devices**

If you were fortunate to be able to borrow a device from us, please return them to the class teacher with your child. Please could you ensure its case or laptop/wires is with piece of paper with the pupils' name on so we can tick you off the list easily. Any devices that are not returned will be charged £3 a day until they are returned. These laptops are required to be used by children in school so please could they be returned on Monday so our pupils are not disadvantaged in the classroom.

### **Clubs**

We are hoping to reinstate these after Easter. I will keep you updated with any news I have regarding this. We are sorry for any inconvenience caused.

### **Messages to teachers and the office**

The school office is closed and most teachers will be in their classrooms, so you will not be seeing them. Please could you send all messages and enquiries through email to [admin@newarkhillacademy.org](mailto:admin@newarkhillacademy.org) or

email the teacher directly if you have their email address. The office can help if you do not know their initials.

### **Medication**

If your child has an inhaler or an epipen, please ensure they are in date and bring them in with the pupil on the first day back.

As always, contact me [skendal@newarkhillacademy.org](mailto:skendal@newarkhillacademy.org) if you have any questions.

Yours sincerely,

A handwritten signature in black ink that reads "S. Kendal". The letters are cursive and slightly slanted to the right.

Mrs S Kendal  
Principal