

August 2020

Dear Parent/Carer

We are excited to welcome students back to Outwood Academy City Fields this September to begin face-to-face teaching. A full risk assessment based on government guidance has been followed to ensure students can learn in a Covid-secure environment.

Teaching staff have adapted schemes of learning to meet students' needs and the zones/blocks are ready for the year group bubbles. When students return they will no longer be in VMGs (Vertical Mentor Groups) but will move to HMGs (Horizontal Mentor Groups) so we can maintain year group bubbles. These have already been selected for students and they will be informed of them when they return.

Years 8-10 will return on Wednesday 9th September 2020

Student year groups will arrive and leave via the same set of gates. Student arrival times will be staggered. Students cannot access the site until their identified arrival time.

Year	Entrance	Arrival Time	Lesson Start Time	Exit	Finish Time
7	Arncliffe Road	8.00	8.25	Arncliffe Road	2.30
8	Warmfield View	8.10	8.25	Warmfield View	2.30
9	Warmfield View	8.25	8.45	Warmfield View	2.50
10	Arncliffe Road	8.05	8.25	Arncliffe Road	2.30
11	Arncliffe Road	8.25	8.45	Arncliffe Road	2.50

The Academy gates will open no earlier than 8am, there is a small Magic Breakfast bar available to students who wish to have them which replaces our normal service however, these will be based in the Year group bubbles.

There are handwashing and sanitising stations throughout the Academy and students must make sure that they sanitise:

- upon arrival at school
- when in changing rooms
- returning from breaks and before/after eating
- before and after masks are used

Whilst we recognise that students will have missed the social aspects of school life and being together each day, students must not congregate in the open areas of the Academy at any time and must follow staff direction immediately.

Once students are dismissed at the end of the day they must leave the site immediately and not gather at either entrance or at the local shops.

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Registered office address: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF.

VAT number: 158 2720 04. Outwood Grange Academies Trust is an exempt charity.

A list of Directors' names is open to inspection at our registered office.

What can students do to help keep everyone safe?

- It is important to note that the expectations of behaviour have not changed and now, more than ever, students will need to behave in a safe, responsible and respectful way.
- Students should wear full uniform, including school shoes and there should be no jewellery or piercings. There should be no false nails or eyelashes and any other makeup must be discreet.
- Wash or sanitise hands frequently. As a minimum, this should be as they come into school, at break, before and after lunch and as they leave the school.
- Become independent learners and take responsibility for their equipment and books during the day. This means having their own equipment, they can't borrow it from others. Students will be given exercise books.

Students need to bring:

- Pen
- Pencil
- Ruler
- Rubber
- Highlighter
- Calculator

Students are encouraged to bring:

- Protractor
- Compass
- Sanitiser
- Tissues

We look forward to seeing the school full with students again and fulfilling its purpose in the community. Thank you for your continued support, I speak for all staff when I say we cannot wait to have them back in the Academy.

Yours faithfully



Michelle Colledge-Smith
Principal