

8th January 2021

Dear Parent / Carer

I wrote to you last week following the Government's announcement just before the New Year about when students would return to school this term.

The Prime Minister has since announced a new national lockdown because of rising infection rates of Covid-19 and to try to prevent the further spread of the virus. As part of this, all primary schools, secondary schools and colleges in England, including our school, Outwood Academy City Fields, are to be closed until at least the end of half term in February, except for children of key workers or vulnerable children. Early years settings remain open.

If you or your partner is a key worker, or if your child is classed as vulnerable, then the school will remain open, and we look forward to seeing them in school. [Please complete the keyworker form.](#)

As you know, we have worked incredibly hard since the start of the pandemic in March to keep our school as safe as possible, and I would like to take this opportunity to remind you of the safety measures in place at our school:

- All students and staff must wear a face covering in communal areas, unless exempt
- Everyone is expected to remain in their allocated bubbles
- Students are encouraged to wash their hands regularly throughout the day

Please note we are trying to work with windows open in classrooms for ventilation. As the cold days have returned, and with the need for ventilation in mind, students may need a few more layers of clothing, such as sweatshirts, tights or leggings underneath skirts or plain fleeces without a hood or large brand logos.

For all other students, our school is closed until at least the end of the February half-term. High-quality remote learning will be provided to make sure they continue to receive a consistent education. We know that this places pressure on you at a difficult time but your support in helping your child engage with the remote learning provision as much as possible is so important and we are very grateful for it. Students will follow their normal timetable and during HMGs each morning students will be given the overview of the learning opportunities each day. Lessons will take 3 forms:

- Live lessons – Teachers leading lessons in real time. Some may be completely live and some may have some pre-recorded elements led by teachers.
- Recorded lessons – Pre-recordings of previous lessons or standalone lessons
- Work set – Lessons where work is set for students to follow

In all instances, teachers are available for students to contact. Please be aware teachers may have their families at home with them and may not be able to respond as quickly as they would have face to face.

Exams

Outwood Academy City Fields students will not be sitting the exams that were scheduled in the January and February series. This does not mean that students should stop working or throw anything away. It is essential that students complete work that is set by their teacher and **MUST** complete any coursework tasks or essential activities that teachers will use to make any centre assessed judgements. Any grade that is awarded **MUST** have evidence to support the decision that is made. Students must continue to do their very best while working virtually and if they are stuck or unsure seek help.

We will continue to stay in touch with you as exam guidance is shared with us from the government. We will also continue to be in constant contact regarding your child's education. However, please do let me know if you would like to discuss this matter, or if you require any support relating to these new arrangements – enquiries@cityfields.outwood.com

I would once again like to take this opportunity to thank you wholeheartedly for your understanding and ongoing support in helping us to manage this unprecedented situation. Please continue to take care and to stay safe.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Michelle Colledge-Smith', with a stylized flourish at the end.

Michelle Colledge-Smith
Principal



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