



**CITY
ACADEMY**

Langley Walk, Birmingham, B15 2EF

0121 729 7100 • enquiry@city-birmingham.academy

Headteachers: Karen Slater & David Bailey

 @COREeducate  @COREeducate

16th September 2020

Dear Parent/Carer,

We have had to make the very difficult decision to send Year 8 students home tomorrow to undertake remote learning due to a lack of adequate staffing levels. Whilst we understand the challenges for parents/carers in having students learning from home, we must place student safety at the forefront of our decisions. The absences are for a wide variety of reasons. Remote learning will be in place for Year 8 for **Thursday 17th and Friday 18th September** when we will review our decision. Years 9 and 10 should continue to attend the Newhall site as normal.

We will keep you updated via text, the website, and Twitter. Please do check these places before phoning reception but if you need to get in touch about any other issue please do not hesitate to call. As soon as we have adequate staff levels, your child will be back in school. If the high absence rate does continue over a longer period of time, we would implement a rota system so the same students are not learning from home for significant lengths of time.

During the period of students being at home, lessons will be delivered on Microsoft Teams in line with their usual timetable. These can be accessed via any internet enabled device. If your child is not able to access online learning, please do contact the school as a matter of urgency. Alternative work will be provided in these cases.

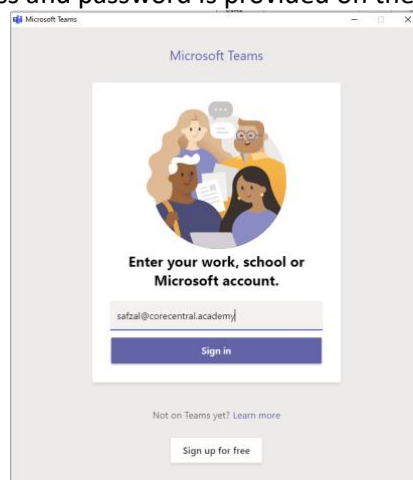
It is vitally important that your child logs into Microsoft Teams for all timetabled lessons, which will be delivered by their normal classroom teachers. Your child has had some training on how to use Microsoft Teams; more guidance can be found on our website. The steps summarised below can provide some additional clarity on how to access Microsoft Teams for their lessons.

Step 1: Go to this web address: <https://teams.microsoft.com>

You can either download the Teams app or use the website

Step 2: Log in: use your school email address and password

Your child's email address and password is provided on the sticker.





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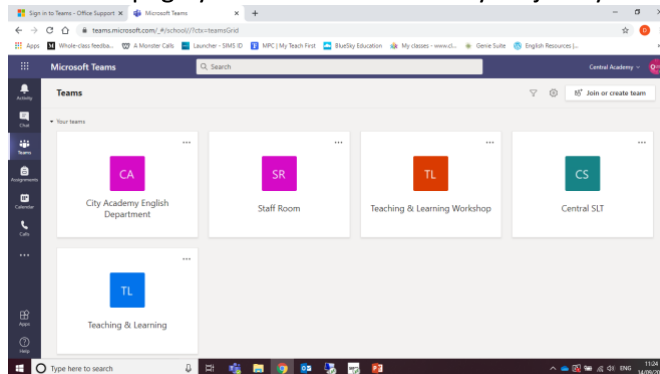
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Step 3: Once on the Teams homepage your teacher will invite you 'join' your timetabled lesson.



The timings of the school day are shown below. Please ensure you child is logged into Teams and ready to learn at the beginning of each lesson.

School day for Year 8
(Langley site)

<u>Time</u>	<u>Activity</u>
8:30-8:45	Form
8:50 - 10:45	Lesson 1
10:05-10:20	Break
10:50-13:00	Lesson 2
12:30-13:00	Lunch
13:05-15:00	Lesson 3
14:20-14:35	Break

If you encounter any technical issues please contact the Academy IT technicians:

lsoutham@corecentral.academy

atravell@corecentral.academy

Mr Bailey
Headteacher

Miss Slater
Headteacher