



**CITY
ACADEMY**

Langley Walk, Birmingham, B15 2EF

0121 729 7100 • enquiries@city-birmingham.academy

Headteachers: Karen Slater & David Bailey

 @COREeducate  @COREeducate

Year 7 – Remote learning

27th November 2020

Dear Parent/Carer,

Whilst we have had a significant drop in members of the school community testing positive for COVID-19, we are continuing to experience challenges around staffing levels due to self-isolation and other illnesses amongst our staff body.

The school remains open although we have needed to implement our remote learning plan for **Year 7** due to staff absence levels as we are unable to teach the year group on site at present. Their lessons will, therefore, take place on Teams from **Monday 30th November until Friday 4th December**. We hope to welcome them back to site on **Monday 7th December at the very latest**. We do understand the disruption this causes families and can only assure you we are doing everything we can to return students to on-site learning as quickly, but as safely, as possible.

If your child is entitled to a free school meal and would like to pick up a food parcel, please contact us on 0121 729 7100 or email enquiries@city-birmingham.academy.

[If your child does not have a device or internet access please contact us on 0121 729 7100 or email enquiries@city-birmingham.academy.](mailto:enquiries@city-birmingham.academy)

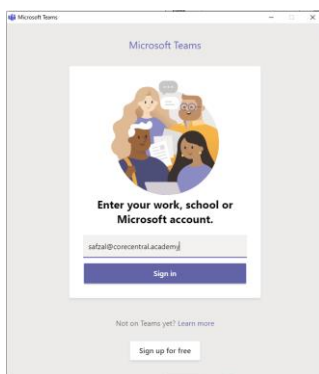
Remote Learning information

At City Academy we utilise the Microsoft Teams platform for remote learning. This means that it is vitally important that your child logs into Microsoft Teams for form time and all timetabled lessons, which in the main will be delivered by their normal classroom teachers. Your child has had some training on how to use Microsoft Teams and has also been issued with a handout. 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. Ensure you choose the 'Central' domain.





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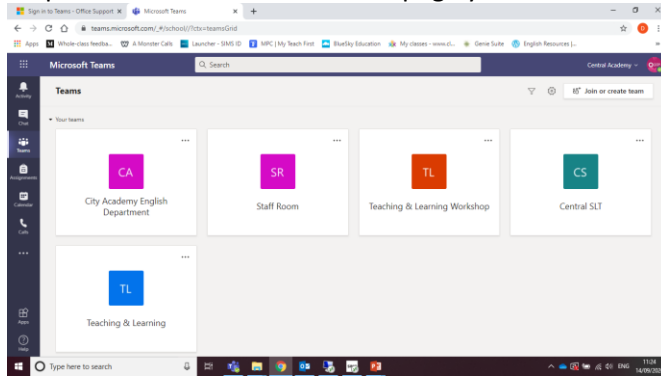
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Step 3: Once on the Teams homepage your teacher will invite you 'join' your timetabled lesson.



The timings of the school day will be posted on the school website and twitter. Please ensure you child is logged into Teams and ready to learn at the beginning of each lesson.

Yours faithfully,

Mr Bailey
Headteacher

Miss Slater
Headteacher