

19 March 2020

Dear Parent/Carer

Update on September 2020 intake and impact of COVID 19

Thank you for choosing Westfield Academy for your son/daughter from September 2020.

As you will completely appreciate we are entering a period of great uncertainty as a result of the COVID 19 outbreak and we wanted to update you with our planning as it impacts upon your child starting at Westfield in September. Over the coming weeks and months we will continue to correspond with you and keep you updated with what will be a rapidly evolving situation. It is therefore really important you keep us informed of any changes to your contact details by contacting karin.collier@westfieldacademy.co.uk if your details change. This email address will be monitored even in the event of a school closure.

There are three other important updates at this time:

Welcome Evening - Thursday 26 March

To comply with Government advice relating to mass gatherings and the need for social distancing we have decided to cancel this event. Over the coming weeks and months we will ensure that the information and advice we would have shared with you on this evening is provided in different ways.

Chromebook Scheme

As you are probably aware Westfield runs a successful one to one Chromebook scheme and this would have been launched on 26 March. Given the uncertainty relating to future school closures and staff availability we have decided to delay this scheme. This means your child will not be issued with a Chromebook from the start of year 7. Depending upon the length and severity of the disruption it is likely we will launch the scheme at the start of Year 7 with chromebooks being issued later in the year.

Uniform

As an enclosed letter in the pack we are posting today explains we are moving to an online system of ordering uniform. We currently have a uniform sizing evening planned for **3 June 2020**. At this time we are **NOT** cancelling this event though of course we will keep this under review and will contact you nearer the time with more information.



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Should it be necessary to cancel the sizing event then it may be difficult for you to order the correct sizes which could create difficulties for you and the school. Please be reassured the school will issue further guidance as to uniform for your child nearer the time, and this may include relaxing the uniform rules for year 7 at the start of term if we believe it has not been possible for parents to have sufficient time or opportunity to purchase the correct uniform.

Should the disruption caused by COVID 19 mean closure until the next academic year we will begin this year with a Parent tutor day when you can have an extended appointment with your child's tutor. If we are able to, we will start the school year with only the new year 7 students on site to replicate the transition day they would have had in July.

We look forward to meeting you and your son or daughter as soon as possible. In the meantime please stay safe and follow Government guidance on hand washing and social distancing.

Yours faithfully

A handwritten signature in black ink, appearing to read 'M Payne', enclosed within a thin black rectangular border.

Mr M Payne
Business Manager