

15 July 2020
KOn/rmy

Dear Parents/Carers

As we move towards the summer holiday, our attention is focusing on plans for returning in September. Following the government update on 2 July 2020 we have been creating plans and risk assessments to ensure that we are in a position to open the Academy to all students from Reception → Year 11 in September.

Throughout the preparation process we have worked closely with experts within our trust (Cabot Learning Federation) and received local guidance from South Gloucestershire Council. The plans that I have outlined below are subject to change if we receive further guidance/updates from the government during the summer holiday.

As you can imagine, there is a lot of information to share. For ease of reading I have divided the letter into categories that outline the main plans for September. We have also produced a FAQ's sheet that I hope will answer more specific questions.

1. Attendance
2. Structure of the Academy day
3. Uniform
4. Personal Health & Safety
5. Behaviour

1. **Attendance**

You will be aware that **from 1 September 2020, attendance returns to being a mandatory requirement**. It is essential that we work together to ensure that your child attends King's Oak Academy each day so that we can return to 'normal' face to face education. Our teachers are aware that many students have been learning from home for a long period of time, and in a variety of different environments and that there might be some gaps in students' knowledge/understanding of key topics. Our teachers have made plans so that we can support all students, no matter what stage of learning they are at; we must aim for all students to be in school every day so that we can support them to recover learning gaps and make progress.

If you have any questions regarding attendance expectations or your child is concerned/anxious about returning to school, please do not hesitate to contact your child's form tutor or Head of House. Both members of staff will be responding to emails up to 17 July and from 1 September.

2. **Structure of the Academy Day**

In order to deliver a high-quality education for all students and ensuring that we minimise the risk of transmitting COVID-19 we have made some amendments to the timings and structure of the Academy day. The following sections contain lots of information about the changes we will be bringing in. At the end of this section you will find a table that summarises the key points.

a. **Staggered arrival/departure times and locations**

Wherever possible we will keep students together in year group bubbles. For this reason, we have created **separate entrance and exit points** for students to use (Table 1). **Students will be welcomed onto**

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the academy site at specific times and asked to go to their tutor bases straightaway. It is important to remind your child that they should not congregate in large groups outside the academy and they should line up using the queuing system floor markers. This will ensure that they are able to enter the academy in a safe, socially distanced manner and allow members of the public to continue to use the pavements surrounding the academy safely.

From September 1st 2020, **to reduce traffic congestion, improve pedestrian safety and encourage more students to walk/cycle to school, Brook Road will also be closed to all vehicles at the start and end of the school day (except local authority vehicles and Brook Road residents).** We will write to you at the end of August to confirm the South Gloucestershire Council agreed road closure times. If you intend to drive your child to school, we suggest that during the summer holiday you discuss and agree with your child where the safe drop off/collection point will be.

b. Break / Lunchtime Provision

All students will spend their social time in their 'year group bubbles' (Table 1). Each year group has their own indoor & outdoor social space. It is important that at the start of each break/lunch period students go to these locations straightaway.

	Year 7	Year 8	Year 9	Year 10	Year 11
Break/Lunch Indoor Space	Gym 2	Gym 1	Ground Floor C Block	Rear Canteen / Elliot 1	Hexagon
Break/Lunch Outdoor Space	Court 2	Court 1	Lower Playground	Upper Playground	Court 3

Unfortunately, at this point in time we are unable to open the canteen at break time and maintain strong social distancing/hygiene control measures, therefore we would advise your child to bring a snack and bottle of water to school with them each day.

At lunchtime, **we will deliver hot/cold grab bag lunches to each bubble location** for students who receive Free School Meals or have booked* a school lunch. If your child does not want to eat a school lunch we would recommend that they bring a packed lunch & bottle of water.

**In August we will write to you again to outline how you can pre-book school lunches.*

c. Lesson structure & groups

Students in Year 7-11 will receive **5 x 1 hour single lessons** following their normal timetable each day. Students will be taught in sets (e.g. Maths/Science) or mixed ability groups (e.g. Geography/DT). This will ensure that they are able to access a broad and balanced curriculum that is appropriate for their learning needs.

Students will receive their 2020-21 timetable during their induction visit in the week beginning 31 August.

d. Classroom hygiene routines

At the start of each lesson, students will be asked to:

- Clean their hands (using hand gel or soap/warm water – location dependent)
- Sit in their allocated seat (tables will be positioned in rows)
- Place their pencil case & exercise book on their desk
- Remove coats & place their bag underneath the desk

At the end of each lesson, students will be asked to:

- Support the teacher in our 'clean as you go' routines to clean their desk, chair and equipment used during the lesson
 - Sanitising spray/wipes will be available in each classroom

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- Clean their hands
- Leave the class (row by row) in a calm, orderly manner.
 - Teachers will monitor the corridor to ensure that exit routes are not congested

e. Movement between lessons

In nearly all cases, teachers will teach from a consistent classroom and they will be responsible for maintaining strong hygiene/health and safety routines in their classroom. Students will be required to follow clearly signposted one-way systems to move across the academy site. Teachers, Heads of House and the Extended Leadership Team will be present between lessons to ensure that all students are moving between lessons in a safe, socially distanced manner.

f. Toilets

To minimise the mixing of students, the following toilets are allocated to each year group.

Year	Location	Year	
Y7	Music Corridor	Y10	C Block Internal Toilets
Y8	HoH Corridor	Y11	Hexagon Corridor
Y9	C Block External Toilets	Staff/Visitors	Staff Room

g. Specialist equipment subjects

All subjects that use specialist equipment (e.g. PE, Music, Art, DT, Science etc) have written plans to ensure teachers can deliver the curriculum safely. This has resulted in changes to normal teaching practice/content. If there is a specific subject that you would like further information on, please email koa.office@clf.uk

h. Assemblies

Until further notice, Y7- Y11 assemblies and morning meetings will take place virtually and delivered in your child's tutor base.

i. Extra-Curricular Activities /Trips

To ensure that students have opportunities to re-engage with their friends, we will be running extra-curricular clubs from 21 September. To minimise mixing of students, all clubs will be run in year group bubbles. On 14 September more details will be sent to you to outline how your child can book to participate in specific clubs/events.

At the time of writing this letter, please see below for our academy status on trips:

- There will be no overseas trips in 2020-21.
- UK based trips/off-site activities: King's Oak Academy will not book any off-site trips/visits in Term 1 and 2. This will be re-reviewed in October 2020 for Term 3.
- Sports Fixtures: King's Oak Academy will not participate in multi-academy sports fixtures in Term 1 and 2. This will be re-reviewed in October 2020 for Term 3 events.

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Table 1: Summary of KOA 2020-21 Academy Day Structure

	Year 7	Year 8	Year 9	Year 10	Year 11
Breakfast Club (Canteen Queuing System)	0800 - 0815	0815 - 0825	0825 - 0835	0815 - 0825	0800 - 0815
Gates Open	0820 - 0830 Upper Playground Gates	0830 - 0840 Federation House Gates	0830 - 0840 Upper Playground Gates	0830 - 0840 Lower Car Park	0820 - 0830 Federation House Gates
Virtual Morning Meeting (Tutor Bases)	0830 - 0845	0840 - 0850	0840 - 0850	0840 - 0850	0830 - 0845
Period 1	0850 - 0950				
Period 2	0950 - 1050				
Break	1050 - 1110 Canteen: Closed				
Period 3	1110 - 1210				
Period 4	1210 - 1310				
Lunch & Tutor	Lunch 1310 - 1345	Tutor 1310 - 1335	Tutor 1310 - 1335	Tutor 1310 - 1335	Lunch 1310 - 1345
	Lunch Delivery 1310 - 1330	Lunch 1335 - 1410	Lunch 1335 - 1410	Lunch 1335 - 1410	Lunch Delivery 1310 - 1330
	Tutor 1345 - 1410	Lunch Delivery 1335 - 1350	Lunch Delivery 1335 - 1350	Lunch Delivery 1350 - 1410	Tutor 1345 - 1410
Period 5	1410 - 1510	1410 - 1500	1410 - 1500	1410 - 1510	1410 - 1510
Gates Open	1510 - 1520 Upper Playground Gates	1500 - 1510 Federation House Gates	1500 - 1510 Upper Playground Gates	1510 - 1520 Lower Playground Gates	1510 - 1520 Federation House Gates

3. Uniform

DfE guidance states “uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal”. From September 2020 (and until further notice) the academy uniform is:

Phase 3 (Years 7-9)	Key Stage 4 (Years 10 & 11)
<ul style="list-style-type: none"> KOA jumper White collared shirt KOA tie with appropriate House colour stripe* Plain black trousers (no jeans/chinos) or plain black knee length skirt Plain black leather shoes** Plain black socks <p>Recommended outdoor wear: Weatherproof coat</p> <ul style="list-style-type: none"> no denim/leather/hooded tops 	<ul style="list-style-type: none"> KOA jumper Pale blue collared shirt KOA tie with appropriate House colour stripe* Plain black trousers (no jeans/chinos) or plain black knee length skirt Plain black leather shoes** Plain black socks <p>Recommended outdoor wear: Weatherproof coat</p> <ul style="list-style-type: none"> no denim/leather/hooded tops

*Please note that school ties are not required to be worn until further notice.

** Black trainers are suitable but must have a flat sole, black laces and no visible logo, patterns or variations in colour at all

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PE Clothing

In accordance with guidance from South Gloucestershire Council, **PE changing rooms are closed (for changing) until further notice.** To ensure that students can continue to access a broad and balanced curriculum, **students will be expected to attend school in their PE kit on days that they are timetabled to receive Health/PE based lessons.**

Students are expected to wear the following PE kit:

Core PE Kit	Additional / Sport Specific Items
<ul style="list-style-type: none"> • Trainers (NO Canvas/Daps, Vans, Converse). <ul style="list-style-type: none"> ○ Any colour trainers should have non marking soles • KOA royal blue and white PE polo shirt • Boys: KOA royal blue and white reversible rugby shirt • Boys: KOA branded navy PE shorts or slim training trousers* • Girls: KOA branded PE shorts, skirt, slim training trousers or leggings* • Royal blue football socks • White sports socks • Gum Shield (not yet required) 	<ul style="list-style-type: none"> • KOA navy and white long sleeve training top (Optional) • Football Boots (for Rugby/Football) • Shin Pads (for Rugby/Hockey/Football) • Navy blue waterproof coat (must have a removable hood) • Hair Tie (if hair is shoulder length/longer)

*only one item is required

Our clothing supplier is Initially Yours and the team are happy to help you with uniform purchases/enquiries.

Equipment

It is important that students and staff avoid sharing equipment/stationery. With this in mind, please ensure that your child brings the following equipment to school each day.

Pencil case containing:	
Pencil x 2	Highlighter
Pen x 2	Ruler & Protractor
Rubber	Scientific Calculator
Sharpener	

4. Personal Health and Safety

The Department for Education has given detailed [guidance](#) on how students can keep safe in schools. In a similar way to how you and your family have been keeping safe throughout the lockdown we will be asking students to:

- Enter/exit the academy at the correct time through the designated gates
- Wash their hands regularly using warm, soapy water.
 - In particular, on arrival, at the start of lessons, before and after break and lunchtime.
- Follow the one way systems & avoid gathering in large groups
- Maintain 2m social distancing routines when socialising at break/lunch
- Adopt a 'clean as you go' routine to help ensure that classrooms are kept clean for all students throughout the day.
- Remember to use a tissue to 'catch it, bin it, kill it' if you need to sneeze and/or cough into your elbow & away from others.

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Students will not be expected to wear Personal, Protective Equipment (PPE) whilst on the academy site (e.g. face masks/gloves). However, if your child travels to/from the academy using public transport, the current guidance advises that individuals wear face masks and we would recommend that they should follow this, until further guidance is issued.

If your child has, or is showing symptoms of COVID-19 (a new continuous cough, or high temperature, or a loss of, or change in, their normal sense of taste or smell - anosmia), or have someone in your household who is, your child should not attend King's Oak Academy. They should remain at home, in line with the [guidance for households with possible coronavirus infection](#). If they have symptoms, you should [arrange to have a test to check if you have coronavirus \(COVID-19\)](#).

If this is the case, please **contact King's Oak Academy immediately** so that we can support your family and put appropriate health & safety measures in place to keep others safe.

5. **Behaviour During The Academy Day**

Whilst we are delighted to welcome all of our students back to the Academy in September, it is important that we maintain high expectations and standards of behaviour throughout the Academy day. To ensure that all students are able to access a high quality education and pastoral care we have updated our behaviour systems to include specific adjustments that are associated with the COVID-19 pandemic.

During your child's return to school induction day in September we will explain the changes to them, however for reference, please refer to the Academy website from 1 September for more details on our behaviour policy.

Thank you for reading this letter – it is a real sign of the times that there is so much important information to share. Although it is likely that the academy will look and feel quite different to how it was when your child left the school on 23 March, I hope that this letter provides you with an assurance that we will do our utmost to ensure that all students will be safely welcomed back to the Academy so that they can continue to receive their usual broad and balanced curriculum, as well as accessing any extra support that they might need.

On Friday I will write to you again through our Academy newsletter where we will look back on lots of the positive events that have taken place throughout the year, say goodbye to members of staff who are moving on to new opportunities and welcome new members of staff who will be joining us in September.

Thank you for your continued support and please do keep in touch or let us know if we can do anything further to support you and your family.

Kind regards



Katherine Ogden
Principal

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