

15 July 2025
KOn/SWe

Dear King's Oak Academy Families

Start of Term Arrangements and Information for September 2025

I hope you and your family will have a peaceful summer break; we are looking forward to welcoming all children back to school on **Wednesday 03 September 2025** to begin the new academic year.

To help you and your child/ren prepare for their first week back, we have put together a pack of information that we hope you will find helpful and useful.

There are quite a few updates and key dates and times shared within this letter; to help you stay up to date at the start of term, we will also send you and child/ren short reminder notifications about important details/upcoming events through email and the new MyChildAtSchool app.

In the meantime, if you have any questions about the start of term arrangements, please call or email:

<p>Lower School <i>Reception – Year 4</i> Email: KOA.LowerSchool@clf.uk Tel: 01179 927 129</p>	<p>Middle School <i>Year 5 – Year 8</i> Email: KOA.office@clf.uk Tel: 01179 927 127</p>	<p>Upper School <i>Year 9 – Year 11</i> Email: KOA.office@clf.uk Tel: 01179 927 127</p>
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Kind regards



Katherine Ogden
Senior Principal

Start of term pack contents:

Start of Term - Induction Arrangements.....	2
Induction Timetable - Reception children only	2
Induction Timetable – Year 1 to Year 11	2
Meet the Teacher, Tutor, and Head of School on Thursday 04 September 2025	3
Timings of the School Day, Entry and Exit Points	3
Middle and Upper School Gate Map	4
Payment and General Information for School Meals	5
School Photographs	6
Uniform and Equipment.....	6
Parent and Carer Networking Opportunities.....	6
Communicating with the Academy and Office Opening Times	7

Start of Term - Induction Arrangements

Monday 01 September and Tuesday 02 September 2025 are School INSET DAYS. The Academy is closed to all students on both of these days.

Induction Timetable - Reception children only

Wednesday 03 September	Home Visits Class teacher and teaching partner visit children in their homes.	
Thursday 04 September		
Friday 05 September		
Monday 08 September		
Phased transition into Reception		
Tuesday 09 September	Group A 08:30am – 10:30am	Group B 13:00pm – 15:00pm
Wednesday 10 September	Group A 08:30am – 10:30am	Group B 13:00pm – 15:00pm
Thursday 11 September	Group A 08:30am – 13:00pm (with lunch)	
Friday 12 September	Group B 08:30am – 13:00pm (with lunch)	
Week Commencing - Monday 15 September - Phased transition into Reception		
Monday 15 September	Group A 08:30am – 15:00pm	
Tuesday 16 September	Group B 08:30am – 15:00pm	
Wednesday 17 September	All children begin full-time. 08:30am – 15:00pm	

Induction Timetable – Year 1 to Year 11

Wednesday 03 September 2025

Year 1 to Year 7 and Year 11 only: Return to school for the **full school day** (see timings of the school day below).

Year 8-10: Return to school induction session from **08:35am until 10:55am.**

For children in Years 8 to Year 10 who receive Free School Meals (FSM), and would like to have a packed lunch on Wednesday 03 September to take home with them at the end of their induction session, [please click the following link](#) to pre-order their meal.

Thursday 04 September 2025

All children are in school for the full day.

Except for pre-arranged Reception Stay and Play sessions and home visits (information sent separately to families).

Meet the Teacher, Tutor, and Head of School on Thursday 04 September 2025

This is an opportunity for you to:

- Meet your child's new class teacher (Y1-Y6) or Tutor (Y7-Y8) and your child's Head of School (Y9).
- Explore essential information that concerns your child's school day and learning.
- Share home learning and uniform expectations.
- Connect, make links with your child's class Teacher / Tutor / Head of School, and ask questions.

To give parents time to meet with more than one class teacher or fit around work arrangement, please see below for the time slots parents can choose to attend sessions:

Lower School: There will be two meeting slots available: **3:30pm – 4:00pm** or **4:00pm – 4:30pm**.

Middle School: This will be an open-door session for parents to visit at any time between 3.30 and 4.30pm.

Upper School: There will be one formal meet the Head of Year 9 session/presentation at 4 – 4.30pm but parents can drop in to ask questions from 3.30pm - 4pm as well.

Additional Information

If you have children in more than two-year groups across the school and therefore cannot meet all of the class teachers, or, if you are not able to join us for the event, parts of the session will be recorded and shared with all families to ensure that you do not miss any important information.

Meet the Teacher (Year 1 – Year 4)

There will be two meeting slots available: **3:30pm – 4:00pm** or **4:00pm – 4:30pm**.
Please go to the **Lower School Office** where you will be greeted and signed in by a member of staff.

Meet the Tutor (Year 5 – Year 8)

This will be an open-door session for parents to visit at any time between 3.30 and 4.30pm.
Please go to the **Middle School Office** where you will be greeted in by a member of staff.

Meet the Head of School (Year 9)

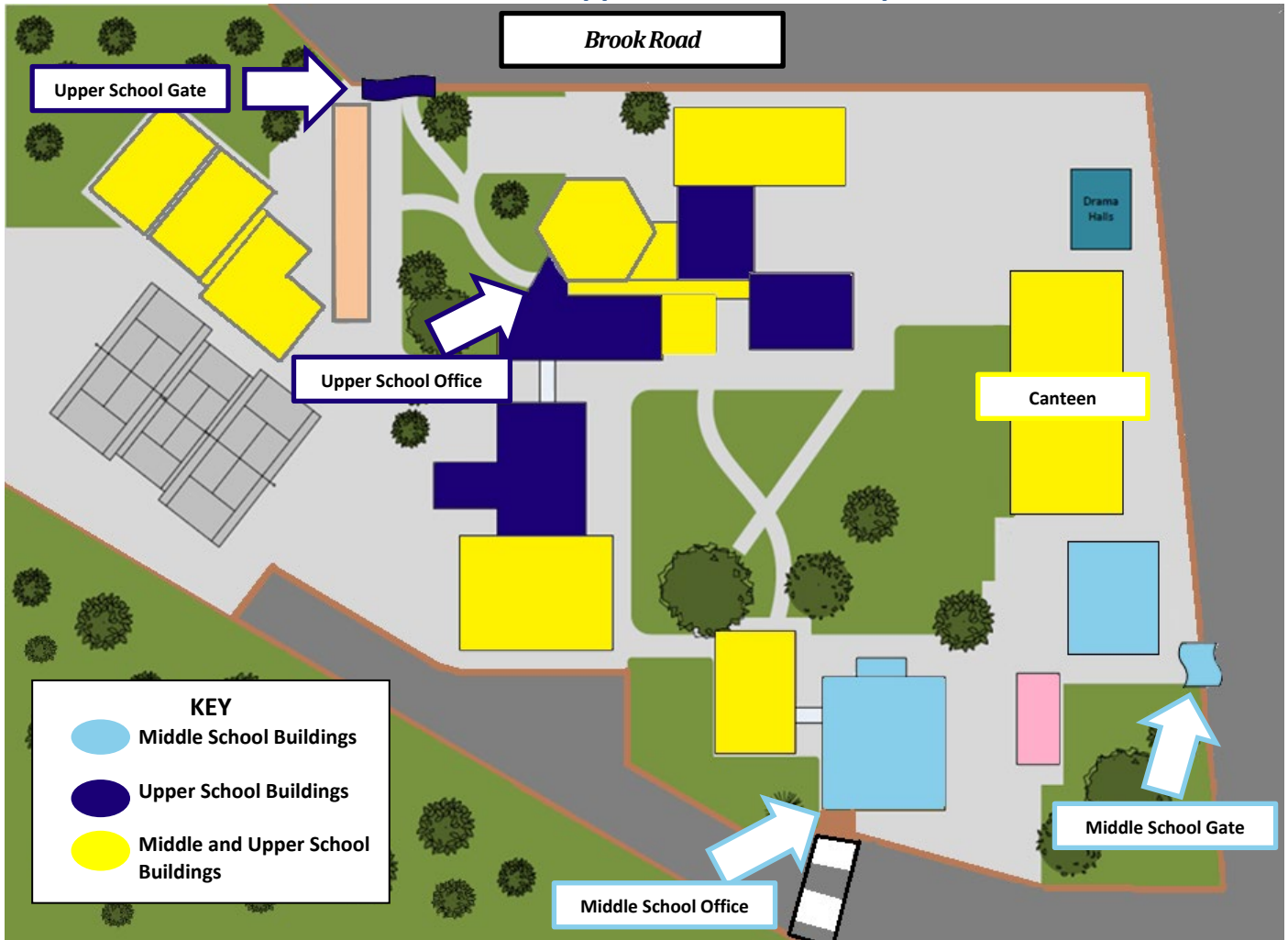
There will be one formal meet the Head of Year 9 session/presentation at 4 – 4.30pm.
Parents can also drop in to ask questions from 3.30pm - 4pm as well.
Please go to the **Upper School Reception** shown to the meeting venue (The Hexagon).

Timings of the School Day, Entry and Exit Points

The table and image below summarise the start/end of the school day for each year group and the entry/exit gates for Middle and Upper school.

School	School Day Starts	School Day Ends
Lower School <i>Reception to Year 4</i>	Gates Open: 8.20am Classrooms Open: 8.25am Gates Close: 8.30am	Gates Open: 2.50pm Classroom Doors Open: 3.00pm
Middle School <i>Year 5 to Year 8</i>	Gates Open: 8.25am Classrooms Open: 8.35am Gates Close: 8.35am	Gates Open: 3.05pm Classroom Doors Open: 3.10pm
Upper School <i>Year 9 to Year 11</i>	Gates Open: 8.25am Gates Close: 8.35am Tutor Time Starts: 8.40am	Gates Open: 3.10pm

Middle and Upper School Gate Map



(continued below)



LOWER SCHOOL: 01179 927 129 MIDDLE SCHOOL: 01179 927 128 UPPER SCHOOL: 01179 927127
 KOA.LowerSchool@clf.uk KOA.MiddleSchool@clf.uk KOA.UpperSchool@clf.uk

WORK HARD, BE KIND

PRINCIPAL: MISS K OGDEN CEO: MR STEVE TAYLOR |
 ADDRESS: KING'S OAK ACADEMY, BROOK ROAD, KINGSWOOD, BRISTOL BS15 4JT
 EMAIL: KOA.PRINCIPAL@CLF.UK | WEBSITE: WWW.KINGSOAKACADEMY.CLF.UK

Payment and General Information for School Meals

The payment system that we use is 'Scopay'. Please use the following link to our website which explains how to pay for school meals <https://kingsoakacademy.clf.uk/our-academy/online-payments/>

Scopay Registration

For all families who are new to King's Oak, you will receive a separate letter with your link code to access the account when your child starts in September.

Financial Difficulties

Whilst we will always make sure that a child has food each day, we cannot allow families to accrue debts. If you are experiencing financial difficulties, please contact your child's school office and we will do our best to support you.

Free School Meals

Reception to Year 2

Your child is entitled to a free school meal every day.

We strongly encourage ALL families to use this service as we follow a 'family dining' approach during our lunchtime periods and also hope that this will help all families during this period of increased financial hardship.

Year 3 to Year 11

If your family or financial circumstances have changed, your child might be entitled to a free school meal each day. Please click the link below to apply for Free School Meals or talk to school offices who will be able to help you complete your application.

[South Glos Council - Application for Free School Meals](#)

Allergen and Dietary requirements

Whilst we will continue to share the menus in advance, if your child has any specific dietary requirements, please let your child's Office know so that they can inform the school caterers who can adjust your child's meal appropriately.



School Photographs

Individual school photographs will be taken on Wednesday 1st October (Reception – Year 6) and Thursday 2nd (Year 7-11). Siblings will also have the opportunity to have their 'family photograph' taken during this time as well.



Uniform and Equipment

Please [click here](#) to view our school uniform expectations.

If you have any uniform which is no longer required or no longer fits your child we would be most grateful for any donations which will go to the Friends of King's Oak Academy uniform "swap shop" which will reduce waste and support other families within the KOA community. Donations can be dropped off to each school office.

Children in Reception to Year 6

Children should have their reading book (once issued) and their reading record in school every day. They are expected to bring a book bag or a different suitable school bag and please ensure they bring a water bottle every day.

Children in Year 7-11

Children should come to school ready to learn with the correct equipment. As a minimum, this should include a school bag, pencil case containing a pen, pencil, ruler and rubber. Children should also have an appropriate reading book every day, which they can borrow from the school library if necessary. Children should also bring a water bottle to school every day.

Parent and Carer Networking Opportunities

Friends of King's Oak: Please [click here](#) to access the Friends of King's Oak Academy Facebook page which contains more information about how you can join and work with a wonderful group of parents to support the children at King's Oak Academy. They also have a dedicated website where you can find out more information on their latest news and events.

[Friends of King's Oak Academy](#)

Coffee Mornings: Our weekly coffee mornings will re-start on Thursday 11 September at Martin's House (Family Hub) from 9 until 10am. This is a great opportunity for parents and carers to connect and get to know each other.

Academy Council: Our parent voice is very important to us so that we can work together to improve our school for our children. Please contact koa.office@clf.uk if you would like more information about our Academy Council team.

Communicating with the Academy and Office Opening Times

Our parent-school communication tool is called Bromcom. This software also comes with an app (MyChildAtSchool), where you can view your child's attendance, behaviour, progress and communicate with the school.

You can register by downloading the MyChildAtSchool (MCAS) app in the [Google Play Store](#) or the Apple [App Store](#). If you have not logged in before, simply enter your email address (this must be the one we have on file) and click on the 'forgot password' link.

From September we will be asking Parents and Carers to use the MCAS app to register their child for trips and academy run activities (such as sports clubs, art clubs etc.).

If you would like to contact your child's office via email or telephone, please use the following contact details:

<p>Lower School <i>Reception – Year 4</i></p> <p>Email: KOA.LowerSchool@clf.uk Tel: 01179 927 129</p> <p>Office Opening Hours 8am – 4pm</p>	<p>Middle School <i>Year 5 – Year 8</i></p> <p>Email: KOA.MiddleSchool@clf.uk Tel: 01179 927 128</p> <p>The Middle School Office is now based within the Upper School. 8-4pm</p>	<p>Upper School <i>Year 9 – Year 11</i></p> <p>Email: KOA.UpperSchool@clf.uk Tel: 01179 927 127</p> <p>Office Opening Hours 8am – 4pm</p>
<p>Please note that the offices are open term time only.</p>		