

04 November 2020

Kon/sbt

Dear Parents/Carers,

I want to start by thanking you for your support as your child/ren have returned to school. We have been so pleased with the maturity of every student and their attitude towards learning. They have shown great resilience in coping with all the changes to their day and have responded positively to the new routines that have been put in place to keep them safe.

As we start Term 2, and in light of the recent Government guidance to implement a National Lockdown from Thursday 5 November we felt that it was important to review all of the plans that we put in place and have made some adjustments to ensure that children are kept safe whilst accessing high quality learning, both on and off site.

Attached to this letter are the significant updates to our KOA COVID-19 opening plans. The documents are phase specific (Guide 1: Yr R → Yr 5 / Guide 2: Yr 7 → 11).

You will see from the updates that maintaining good hand/respiratory hygiene and effective social distancing remain critical to your child's safety and that of others in our school/local community. I want to thank you in advance for the part you will play in supporting us and modelling the use of face coverings to your child in the coming weeks. I will continue to keep you well informed about any further changes to our school routines and education plans however if you have any questions about our current arrangements please contact your child's class/form tutor (first name.last name@clf.uk) or email: koa.office@clf.uk

Kind Regards



Katherine Ogden
Principal

WORK HARD, BE KIND

PRINCIPAL: MISS K OGDEN CEO: MR STEVE TAYLOR | BROOK ROAD, KINGSWOOD, BRISTOL BS15 4JT
TEL: 0117 9927127 EMAIL: KOA.PRINCIPAL@CLF.UK | WWW.KINGSOAKACADEMY.ORG.UK



Face Coverings

From Monday 9 November **all students and staff will be asked to wear a face covering in communal areas.** This does not include in the classroom where it remains a priority for teachers and students to be able to converse with each other so that high quality learning can take place.

A face covering is designed to protect others, as opposed to the wearer and unsafe use of face coverings can also cause transmission of COVID-19 (see below for guidance on this). We are letting you know this so that you can provide your child with sufficient masks for the week. The ideal is to have washable, reusable, appropriate coverings as these are best for the environment. Ideally, your child should have enough coverings so that they can be washed regularly. We also recommend that your child brings a **reusable bag/case** to store their face covering in during lessons.

Please talk through with your child how to remove them safely, with clean hands and without touching their mouth, nose or eyes. If purchasing masks is a financial problem or your child has a health condition that means they cannot wear one, please contact your child's Head of House.

Pegasus: Adele.Rice@clf.uk
Orpheus: Nicola.Younger@clf.uk
Olympus: Catherine.Walbridge@clf.uk
Hercules: Julie.Felski@clf.uk

Visitors

So that we can reduce the risk of transmission of the virus, we also ask that **parents/carers wear face coverings when visiting** the academy site. Once you have arrived in the academy and reached the meeting venue, you will be invited to remove your covering, if you feel comfortable to do so.

From Thursday 5 November so that we are adhering to the National Lockdown guidance **we will not be arranging any volunteers or visitors onto the site that are not essential to learning or keeping children safe.** The Pastoral and Raising Achievement Teams will endeavor to hold student related meetings through phone calls / Microsoft Teams. On a case by case basis, we will hold on-site meetings if a phone call/virtual meeting is not possible or face-to-face contact is essential.

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Extra-Curricular Clubs

There will be **no after school clubs from Thursday**. Please ensure that you collect your child/ren promptly at the end of the school day.

Room Ventilation

There is strong scientific evidence that ventilating indoor spaces well can significantly reduce the possibility of transmission. We will be routinely ventilating the building and classrooms but will balance this carefully with keeping everyone warm as the winter months approach.

Track and Trace

Track and Trace QR codes are displayed in both Main Reception areas for visitors and/or staff to use.

Visitors who are waiting in Reception areas for 15mins+ will be signed in using the normal King's Oak Academy visitor/sign in procedures.

Managing Symptoms & Positive Cases

We will continue to respond to COVID symptoms in line with our risk assessment. We would ask you continue to be vigilant about anyone who becomes unwell in your household and if you suspect symptoms relating to coronavirus you follow current government guidance.

The most important symptoms of COVID-19 are recent onset of any of the following:

- ***a new continuous cough***
- ***a high temperature***
- ***a loss of, or change in, your normal sense of taste or smell (anosmia)***

For most people, COVID-19 will be a mild illness. However, if you have any of the symptoms above, stay at home and arrange to have a test.

Until the test results return all members of the household should isolate.

For more information on how we will respond to a confirmed positive case / closure please click [here](#) to access our Contingency planning letter (21 September 2020).

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