

CGn/JWe  
28 June 2024

Dear Parents and Carer

As we approach the final stages of Term 6, we would like to be able to share our end of term arrangements with you so that you can make appropriate collection plans for your child/ren.

On Tuesday 23 July, King's Oak staff will be supervising the gates from 12:15 pm until 12:30 pm. We hope that this will give families with children who attend different phases of our school sufficient time to move across the academy to collect their children.

If you have any questions please contact your child's school office, contact details for the offices are listed on the bottom of this letter.

Kind regards,



Cate Gillman  
Operations Manager

### Start of Day

All Year Groups: The day will start at our normal times.

### End of Day

#### **Reception – Year 4**

- Morning learning and breaktimes will continue as normal.
- Lunch will be served for children between 11:45 am – 12:10 pm.
- **The gates will be open for children to be collected from 12:20 pm until 12:30 pm**

#### **Years 5 and 6**

- Morning learning will continue as normal and breaktime will be from 10:00 am – 10:20 am.
- Lunch will be served for children between 11:45 am – 12:10 pm.
- **The gates will be open for children to be collected from 12:15 pm until 12:30 pm**

#### **Years 7 – 10**

- Morning learning and breaktime will continue as normal. Children will be able to purchase snacks and packed lunch style items at breaktime to take home with them if required.
- Period 3 will end at 11.55 am. Children will then make their way to tutor time from 11:55 am – 12:15 pm.
- **The gates will be open for children to be collected from 12:15 until 12:30pm**

### Wrap Around Care

Teddy Bears will be offering wraparound childcare until 3.30pm. If you would like to sign your child up to access this service please contact Cathryn for more information (07760237663).