

16 December 2025
Kon/sbt

Dear families

As we come to the end of term, we are writing to confirm arrangements for the final day, share key information for the start of Term 3 and look ahead to the new year. Thank you for your continued support. We know this can be a busy time, with lots of information to take in. If you have any questions included in the updates below, please contact your child's school office and we will be happy to help.

Kind regards



Katherine Ogden
Senior Principal

End of Term Arrangements – Friday 19 December

To help families plan for the final day of term on **Friday 19 December**, please see the timings below. This will be a shortened school day.

Lower School:

08:25 – 11:30	Lessons and breaktime will take place as normal. End of term celebration activities organised from mid-morning until the end of the school day.
11:30 – 12:30	Lunchtime
12:30 – 12:40	Gates open for children to go home.

Middle and Upper School:

08:30 – 12:00	Lessons and breaktime will take place as normal.
12:00– 12:30	Lunch in the canteen (Y5/6) and tutor time (Y7-11)
12:20 – 12:40	Gates open for children to go home.

Teddy Bears After School Care – 19 December:

After-school childcare is available on site from **12:30 to 15:00**. Please contact Cathryn and the Teddy Bears team on 07760 237 663 or email teddybearschildcare@virginmedia.com to book.

Start of Term 3 – January

All students return to school on **Tuesday 6 January**. We look forward to welcoming children back in full academy uniform and ready to learn.

Returning on time and attending every day helps students settle quickly, feel confident, and start the term positively. Even small gaps in attendance can make it harder for children to keep up with learning and routines. When children are in school every day, they build stronger relationships, feel more secure and make better progress over time. **Thank you for supporting good attendance by planning appointments outside of school hours where possible and encouraging a prompt return in January.**

Staffing Updates

We would like to share the following Head of Year and safeguarding updates with families.

From 19 January until the end of the academy year, **Chris Nathan**, our Head of Year 7, will be taking on a leadership secondment as Centre Lead at Snowdon Village (Engage). This reflects Chris's strong leadership and commitment to supporting young people. This role will also support our work with alternative provision settings that some of our children attend. We will remain in touch with Chris during his secondment period and look forward to welcoming him back into our academy in September.

While Chris is at Snowdon Village, **Abi Jones** (PE Teacher) will take on the role of Head of Year 7. Whilst many families will know Abi, for those who might have not met Abi yet, she has consistently demonstrated strong pastoral care, clear expectations and has a calm, supportive approach with our children. Through her leadership of initiatives such as the Sports Council, she has shown the ability to listen to student voice, build positive relationships within our school and local primary school community therefore she is well placed to provide continuity and support for Year 7 students and families. Chris and Abi will work closely together this week and during the first two weeks of Term 3 to ensure a smooth handover.

Lastly, **Zoe Side** (Deputy DDSLO) will be leaving us at the end of term to take on the role of Designated Safeguarding Lead at Oasis Brislington in January. While we are sad to see Zoe leave King's Oak, we are pleased that she has secured this opportunity where she will be continuing to support children and families in the nearby community. We are completing the interim Deputy DSL recruitment process this week and will update families early in the new year with our updated safeguarding team contact details.

Uniform Expectations – A Reminder for the New Year

As families may buy new uniform items over the holiday period, we would like to remind you of our uniform expectations. Wearing the correct uniform helps children feel part of the school community and ready to learn.

- **Trousers** should be **charcoal grey**. Leggings are not allowed.
- **Skirts** must be the **Monkhouse academy skirt**. This term, we have noticed that we are speaking to more children in Y7-11 about their skirts being rolled up or adjusted to become too short to be considered appropriate school uniform. Whilst we will continue to address this in school, we would appreciate your support in reminding your child at home and on the journey to school about their uniform standards and ensuring that skirts are not rolled up/shortened.
- If your child needs to wear extra layers at school, they may wear a **zip-up jacket or raincoat**. Hoodies are not permitted. Most children already follow this expectation well and remember to remove the external layers once they enter their classroom areas.

Full uniform guidance can be found on our website:
<https://kingsoakacademy.clf.uk/our-academy/uniform/>

Mobile Phones, AirPods and Valuable Items

As we move into the new year, we would also like to remind families about our expectations around mobile phones, AirPods and other valuable items, particularly as these are sometimes received as gifts during the holiday period.

We strongly discourage children from bringing expensive items into school, as they can be easily lost or damaged. While most children manage this very well, having these items at school can create unnecessary worry or distraction.

Mobile phones are **not permitted to be used during the school day**. Many of our students already do an excellent job of keeping phones out of sight and focusing on their learning, friendships and routines. Limiting phone use during the school day supports concentration, wellbeing and positive social interactions.

If a mobile phone or AirPods are seen or used during the school day, they will be confiscated and returned to the student at the end of the day. Please note that the academy cannot take responsibility for items that are lost, stolen or damaged.

We have also noticed that, on occasion, some parents contact their child directly during the school day, or children attempt to call or message home. As mobile phones are not permitted for use during the school day, this can place children in a difficult position and can undermine our efforts to apply our behaviour system consistently when a child explains they were speaking to a parent. **To help avoid this, we kindly ask families to contact the school office if you need to pass on a message or speak to your child during the day.** We will always ensure your child is located and supported to connect with you when needed. Your support with this helps us maintain clear, fair expectations and keeps children out of unnecessary trouble.

Thank you for supporting us with these expectations, which help to keep the school day calm, focused and safe for everyone.

We wish you a restful break and look forward to welcoming your child back in January.