



Information for Families  
2025 - 2026

## Contents

|   |    |
|---|----|
| Welcome to King's Oak Academy .....                         | 2  |
| Timings of the Academy Day .....                            | 3  |
| Travelling to and from the Academy .....                    | 4  |
| Breaktime and Lunchtime Provision .....                     | 4  |
| Free School Meals.....                                      | 5  |
| Uniform.....  | 6  |
| Lower School Uniform (Reception – Year 4).....              | 6  |
| Middle School Uniform (Year 5 – Year 8).....                | 7  |
| Upper School Uniform (Year 9 to Year 11) .....              | 8  |
| Other Equipment .....                                       | 9  |
| Behaviour during the Academy Day .....                      | 10 |
| Communication with the Academy .....                        | 10 |
| Attendance .....  | 11 |
| Sickness.....   | 11 |
| Medication.....   | 11 |
| Physical Education and Medical Conditions .....             | 11 |
| Student Health and Wellbeing.....                           | 12 |
| Academy Health Nurse .....                                  | 12 |
| Individual Student Welfare and Mental Health Concerns ..... | 12 |
| Young Carers.....   | 13 |
| Lost Property.....  | 13 |
| The Curriculum .....  | 14 |
| Upper School Curriculum.....                                | 15 |
| Post-16 education .....                                     | 16 |
| Special Educational Needs.....                              | 16 |
| The Academy's Special Educational Needs Policy .....        | 16 |
| The Revised Code of Practice, 2014.....                     | 17 |
| Outside Agencies and Support Services.....                  | 17 |
| Top Tips for Parents.....                                   | 18 |
| Useful Contact Numbers and Links.....                       | 18 |

## Welcome to King's Oak Academy



*"My name is Miss Katherine Ogden. At King's Oak we are delighted to be able to work with you, in partnership, to ensure that your child is well cared for and able to achieve their full potential both in education and as a young person so that they can go on to live a life of choice and opportunity!"*

*Our school curriculum, teaching structure and enrichment offer is carefully designed to ensure that your child transitions smoothly from Year 6 into Year 7 and a team of dedicated professionals are here to help them and your family network every step of the way! I am really looking forward to meeting you soon and hope that your child is looking forwards to joining our school community very soon."*

**Katherine Ogden – Principal**

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*"My name is Mrs Emma Watts. I am the Head of Middle School in our special, all-through academy. I am excited to meet you all and hear more about you and how we will be able to support you in transitioning smoothly from Year 6 into Year 7!"*

*My favourite thing about King's Oak is our wonderful students and staff: we work hard to get to know and support each other. My favourite place in our academy is the core: there are beautiful trees to enjoy and benches to chill on! Outside of school, I also love spending time outside gardening, spending time with my family, our dog and having BBQs in the sun are just some of my favourite things!*



*I am looking forward to hearing about what you enjoy doing outside of school, too, when I see you very soon!"*

**Emma Watts - Assistant Principal and Head of Middle School**

## Timings of the Academy Day

Please see below the timings of the Academy day for each school.

|  | School Day Starts   | School Day Ends          |
|--|---|--------------------------|
| <b>Lower School<br/>Reception – Year 4</b> | <b>Gates open: 08:20am</b><br><b>Classrooms open: 08:25am</b><br><b>Gates close: 08:30am</b>  | <b>Gates Open: 15:00</b> |
| <b>Middle School<br/>Year 5 – Year 8</b>   | <b>Gates Open: 08:25am</b><br><b>Year 5/6 Classrooms Open: 08:30am</b><br><b>Year 7/8 Classrooms Open: 08:35am</b><br><b>Gates Close: 08:35am</b> | <b>Gates Open: 15:10</b> |
| <b>Upper School<br/>Year 9 – Year 11</b>   | <b>Gates Open: 08:25am</b><br><b>Classrooms Open: 08:35am</b><br><b>Gates Close: 08:35am</b>  | <b>Gates Open: 15:10</b> |

| Reception to Year 4      |               |
|--------------------------|---------------|
| Session 1                | 08:30 – 10:10 |
| Morning Break            | 10:10 – 10:30 |
| Assembly                 | 10:30 – 10:50 |
| Session 2                | 10:50 – 12:00 |
| Lunch                    | 12:00 – 12:45 |
| Registration             | 12:45 – 12:50 |
| Session 3                | 12:50 – 14:45 |
| End of Day Reading/Story | 14:45 – 15:00 |

| Year 3 – Year 4            |               |
|----------------------------|---------------|
| Session 1                  | 08:30 – 10:10 |
| Assembly                   | 10:10 - 10:30 |
| Morning Break              | 10:30 – 10:50 |
| Session 2                  | 10:50 – 12:30 |
| Lunch                      | 12:30 – 13:15 |
| Registration               | 13:15 – 13:20 |
| Session 3                  | 13:20 – 14:45 |
| End of Day - Reading/Story | 14:45 – 15:00 |

| Year 5 to Year 6   |               |
|--------------------|---------------|
| Early Morning Work | 08:30 – 09:00 |
| AM Session 1       | 08:50 – 10:20 |
| Break              | 10:20 – 10:40 |
| AM Session 2       | 10:40 – 12:15 |
| Lunch              | 12:15 - 13:00 |
| PM Session         | 13:00 – 15:10 |

| Year 7 to Year 11 |               |
|-------------------|---------------|
| Tutor             | 08:40 – 08:50 |
| Period 1          | 08:50 – 09:50 |
| Period 2          | 09:50 – 10:50 |
| Break             | 10:50 – 11:10 |
| Period 3          | 11:10 – 12:10 |
| Period 4          | 12:10 - 13:10 |
| Lunch             | 13:10 - 13:45 |
| Period 5          | 13:45 – 14:45 |
| Tutor             | 14:45 - 15:10 |

## Travelling to and from the Academy

### Brook Road Closure

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.

**The road closure times are between 08:25 – 08:50 and 15:00 – 1530.** If you intend to drive your child to school, we suggest that you discuss and agree with your child where the safe drop off and collection point will be.

### Modes of Transport

Students generally come to the academy by bus, foot, or bicycle. Bicycles must be locked up with a chain and padlock and **no responsibility can be taken by the Principal and Academy Councillors for their safety.** Motorised cycles are not permitted on site in Years Reception – 11.

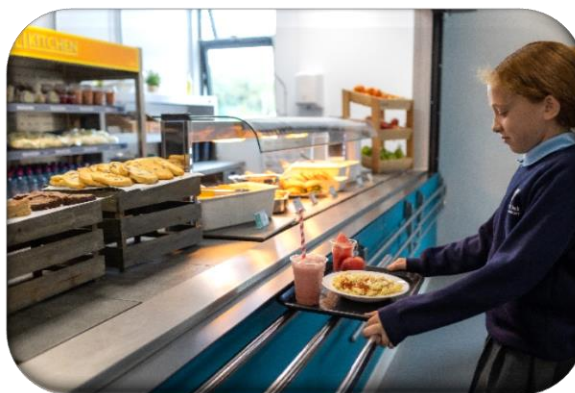
## Breaktime and Lunchtime Provision

### Outdoor Spaces

There is lots of space for your child to enjoy during their lunch and breaktimes. Our lower school children have lots of options from having an outdoors play kitchen to climbing frames.

On the Middle and Upper School sites students have access to the tennis court areas to play football and the open grass space (in the summer) to unwind with their friends. There are also several lunch time clubs which also run throughout the school year.

Our canteens are run by Aspen's who provide a variety of meals on a rolling 4-week menu. Aspens cater for all food allergies and dietary requirements. More information can be found by visiting our website: [www.kingsoakacademy.clf.uk/](http://www.kingsoakacademy.clf.uk/).



(Continued on next page)



## Free School Meals

All children in Reception and KS1 (Year 1 and Year 2) are entitled to Universal Infant Free School Meals. Children may have a mixture of school hot or cold lunches on different days.

During the morning session children in Reception – Year 2 will be able to have a drink and a healthy snack. The fruit is provided through a government scheme therefore there is no charge. If your child is not in Reception to Year 2, you may be eligible for Free School Meals through South Gloucestershire, for more details please visit their website: [www.southglos.gov.uk/schoolmeals](http://www.southglos.gov.uk/schoolmeals)



For children who are not eligible for Free School Meals payment for lunches is made through our online system, details of which will be provided when your child starts with us.

**Please note:** If your child is eligible for free school meals, they'll remain eligible until they finish the phase of schooling (end of primary or secondary) they are in on the 31 March 2025, therefore if your child is starting Year 7 in September 2025 you must check with South Gloucestershire Council to see if your child is still eligible for free school meals. To do this please contact South Gloucestershire Council on 01454 868 008 or visit <https://shorturl.at/76zyU>

Please ensure that your child brings a labelled water bottle every day, there are plenty of water stations around the Academy site for your child to fill up their bottle throughout the day.



## Uniform

Please ensure that your child is wearing the King's Oak Academy Uniform.

Our official uniform suppliers are *Monkhouse School Wear Specialists*.

We are pleased to advise that Monkhouse are now offering a free delivery service to the Academy once per week. This will be available as an option when you purchase uniform on-line, or over the telephone.



### Lower School Uniform (Reception – Year 4)

- Jade polo shirt - KOA or plain
- Blue KOA round neck sweatshirt or cardigan
- Charcoal grey tailored, regular fit trousers or shorts (can be purchased from Monkhouse or alternative uniform shops).
- Shorts must be knee length and trousers must cover the ankle. Styles such as carrot, tapered, seven/eighths **are not permitted**.
- **Jeans, cords, chinos, stretchy fabric, flares, tracksuit bottoms, leggings, sports shorts or zip pockets are not permitted.**
- Grey tailored school skirt or Pinafore dress.
- Green Gingham school summer dress.
- Plain black leather shoes or trainers\* **White/coloured logo-based trainers are not acceptable forms of footwear.**
- School book bag for reception

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

### Lower School PE Kit

- Plain navy or black cotton shorts.
- Plain navy or black tracksuit bottoms.
- KOA PE top with logo.
- PE Royal blue hoody – KOA or plain.
- Plain black trainers.
- Plimsolls to keep in school .

**Please note: For health and safety reasons, jewellery is not permitted to be worn in PE lessons**

### Jewellery and Hair

- Natural hair colouring and no extreme hairstyles
- No acrylic nails
- One stud piercing may be worn in each ear.
- One small, discrete stud may be worn in the nose, no nose rings or piercings in any other location for example septum are not permitted.

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| Middle School Uniform (Year 5 – Year 8)   |  |
|---|--|
| Jewellery and Hair  |  |
| <ul style="list-style-type: none"> <li>• Natural hair colouring and no extreme hairstyles</li> <li>• No acrylic nails</li> <li>• One stud piercing may be worn in each ear.</li> <li>• One small, discrete stud may be worn in the nose, no nose rings or piercings in any other locations (for example septum) are not permitted.</li> </ul>   |  |
| Middle School Uniform   | Middle School – PE Kit   |
| <ul style="list-style-type: none"> <li>• Sky Blue polo shirt - KOA or plain.</li> <li>• KOA jumper</li> <li>• Charcoal grey tailored, regular fit trousers or shorts (can be purchased from Monkhouse or alternative uniform shops).</li> <li>• Charcoal grey skirt from Monkhouse</li> <li>• Grey Pinafore dress<br/><b>(Year 5 - 6 only)</b></li> <li>• Green Gingham school summer dress*<br/><b>(Year 5 - 6 only)</b></li> <li>• Plain black leather shoes**</li> <li>• Plain black socks</li> </ul> <p><b>Recommended outdoor wear:</b></p> <ul style="list-style-type: none"> <li>• Weatherproof coat</li> </ul> <p><b>No denim/leather/hooded tops/balaclavas or snoods.</b></p> | <ul style="list-style-type: none"> <li>• Plain navy or black cotton shorts.<br/><b>(Year 5 - 6 only)</b></li> <li>• Plain navy or black tracksuit bottoms.<br/><b>(Year 5 - 6 only)</b></li> <li>• KOA PE top with logo.</li> <li>• Plain black trainers.</li> <li>• Boys: KOA royal blue and white reversible rugby shirt.</li> <li>• Boys: KOA branded navy PE shorts or slim training trousers*</li> <li>• Boys: KOA branded navy PE shorts or slim training trousers*</li> <li>• Girls: KOA branded PE shorts, skirt, slim training trousers or leggings*</li> <li>• White sports socks.</li> </ul> <p><b>* (Year 7 – 8 only)</b></p> <p><b>Please note for health and safety reasons, jewellery is not permitted to be worn in PE lessons</b></p> |

**Please note: Black trainers are suitable but must have a flat sole, black laces and no visible logo, patterns, or variations in colour.**

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| Upper School Uniform (Year 9 to Year 11)   |   |
|--|---|
| Jewellery and Hair   |   |
| <ul style="list-style-type: none"> <li>• Natural hair colouring and no extreme hairstyles</li> <li>• No acrylic nails</li> <li>• One stud piercing may be worn in each ear.</li> <li>• One small, discrete stud may be worn in the nose, no nose rings or piercings in any other locations (for example septum) are not permitted.</li> </ul>  |   |
| Upper School Uniform   | Upper School PE Kit   |
| <ul style="list-style-type: none"> <li>• Royal Blue polo shirt – KOA or plain</li> <li>• KOA jumper</li> <li>• Charcoal grey tailored, regular fit trousers or shorts (can be purchased from Monkhouse or alternative uniform shops).</li> <li>• Charcoal grey skirt from Monkhouse</li> <li>• Plain black leather shoes*</li> <li>• Plain black socks</li> <li>• Recommended outdoor wear:</li> <li>• Weatherproof coat</li> </ul> <p style="color: red; text-align: center;"><b><u>No denim/ leather / hooded tops / balaclavas or snoods.</u></b></p> | <ul style="list-style-type: none"> <li>• Trainers (NO Canvas/Daps, Vans, Converse) <i>any colour. Trainers should have non marking soles.</i></li> <li>• KOA PE polo shirt.</li> <li>• <b>Boys:</b> KOA royal blue and white reversible rugby shirt.*</li> <li>• <b>Boys:</b> KOA branded navy PE shorts or slim training trousers</li> <li>• <b>Girls:</b> KOA branded PE shorts, skirt, slim training trousers or leggings*</li> <li>• White sports socks.</li> <li>• Gum shield.*</li> </ul> <p style="color: red; text-align: center;"><b>Please note: For health and safety reasons, jewellery is not permitted to be worn in PE lessons.</b></p> <p style="text-align: center;">* <b>Only one item is required.</b></p> |
| Additional / Sport Specific Items  |   |
| <ul style="list-style-type: none"> <li>• KOA navy and white long sleeve training top (optional)</li> <li>• Football Boots - for Rugby/Football</li> <li>• Shin Pads - for Rugby/Hockey/Football</li> <li>• Navy blue waterproof coat (must have a removable hood)</li> <li>• Hair Band - if hair is shoulder length or longer.</li> </ul> <p style="color: red; text-align: center;">* <b>Please note: For health and safety reasons, jewellery is not permitted to be worn in PE lessons</b></p>  |   |

Anyone choosing not to adhere to our uniform policy will be asked to change or remove the offending item before entering the academy, and these items will be taken to Main Reception by a member of staff for safe keeping until collection at the end of the day.

If this is not possible on the day, then students will be internally removed from the wider school community and will complete their learning with a member of the leadership team until the item can be corrected. Students repeatedly failing to adhere to our clear uniform policy will face further consequences.

## Other Equipment

In order to ensure students are able to learn, please provide your child with:

| Lower School   | Middle and Upper School  |
|--|--|
| <ul style="list-style-type: none"> <li>• KOA Book Bag</li> <li>• Water bottle.</li> <li>• Reading book</li> </ul> <p><b>Reception and Year 1:</b> Please bring in a pair of wellies to keep in school.</p> | <ul style="list-style-type: none"> <li>• Pencil Case</li> <li>• Pencils x 2</li> <li>• Sharpener</li> <li>• Pens x 2</li> <li>• Highlighter</li> <li>• Rubber</li> <li>• Protractor</li> <li>• Ruler</li> <li>• Scientific Calculator</li> <li>• Reading book</li> </ul> |



## Behaviour during the Academy Day

Whilst we were delighted to welcome all of our students to the Academy, it is important that we maintain high expectations and standards of behaviour throughout the day.

To ensure that all students are able to access a high-quality education and pastoral care, we have updated our behaviour systems. Please refer to the academy website from for more details on our Behaviour policy.

## Communication with the Academy

If you need to contact the Academy for any reason this can be done in a number of ways. Each of the schools within the Academy have their own office and telephone number and dedicated email address which is detailed below.

|                      |               |  |
|----------------------|---------------|--|
| Lower School Office  | 0117 992 7129 | <a href="mailto:KOA.LowerSchool@clf.uk">KOA.LowerSchool@clf.uk</a>   |
| Middle School Office | 0117 992 7128 | <a href="mailto:KOA.MiddleSchool@clf.uk">KOA.MiddleSchool@clf.uk</a> |
| Upper School Office  | 0117 992 7127 | <a href="mailto:KOA.UpperSchool@clf.uk">KOA.UpperSchool@clf.uk</a>   |

Should have any of the following concerns please find below who you need to contact, however if you are still unsure, please direct your email or letter to the school office who will direct your enquiry accordingly.

- Any concerns relating to Safeguarding, conduct and year group matters:
  - **Head of Year**
  - **Head of School**  
*(Lower, Middle, and Upper)*
- Whole School Policies:
  - **Principal**
- Absence and day to day matters:
  - **Tutor and Head of Year**



## Making an Appointment

From time to time, you may wish to come to the academy to discuss a particular matter with a member of staff. We are pleased and willing to help you organise this and would ask you to make your appointment in the following way:

In the first instance, please ring or write to the academy explaining your wish to arrange a meeting. Once the meeting has been arranged, please report to the school reception on the day of your appointment, where a member of the office staff will put you in touch with the member of staff concerned.

***Please note that the Academy offices are open Monday – Friday 08:00 – 16:00 term time only.***

## Attendance

### Sickness

- No student should be sent to school if they are clearly ill or infectious. If a student comes into contact with certain infectious diseases, the family doctor will advise about exclusion from the academy. Any student who becomes ill during the academy day should speak with the teacher, who will sign their diary before reporting to the school office.

**Please note:** *Where both parents are out at work during the day, it is important that the student or the school should have an address or telephone number and e-mail address [where possible] at which a parent can be contacted in case of emergency.*

- Parents will realise that in many cases of hospital treatment for accidents, no action can be taken without the consent of a parent. We assume however, that parents will want teachers to act 'in loco parentis' should the need arise, especially regarding immediate medical care.
- In the interests of your child's safety and wellbeing, students must not go home during morning or afternoon school without permission from a Parent or Carer and authorised by a member of the Senior Leadership Team.
- If your child needs to attend an event, such as a music examination or an interview which has not been organised through the academy, you are asked to write to the school providing evidence to [koa.office@clf.uk](mailto:koa.office@clf.uk) along with completing a student absence request form which can be collected from any of the school offices.

### Medication

Any prescribed medicine or drug which a student must take during academy hours must be handed in, in the original packaging, with their name clearly marked. All cases of extended medication should be brought to the attention of the office staff. Parents/Carers will need to fill a medication form which can be obtained from the school office. **Please note that the school itself is not permitted to supply or administer medicines to students for example, pain killers.**

### Physical Education and Medical Conditions

All students must take part in physical activities in the gymnasium and at games, unless excused on medical grounds. Initially, permission for exclusion will only be given on the production of a medical certificate from the family doctor or a medical professional.



## Student Health and Wellbeing

### Academy Health Nurse

The Academy nurse is a member of the Children's Locality Team which includes Doctors and other health professionals.

Contact can be made via school or through Sirona Care and Health (01454 862 202). The school nurse is available to students and parents to advise on health matters. The school nurses hold regular sessions for students to discuss health. They attend the Academy weekly and hold regular drop-in sessions during lunch breaks.



### Individual Student Welfare and Mental Health Concerns

Difficulties which concern an individual student's welfare must be brought to the attention of the school. Please leave a message at the main school office, the student's Head of Year, Head of School, or a member of the Senior Leadership Team, who will endeavour to contact you within 48 hours.

Students can also contact the Safeguarding Team by emailing [ShoutOutKOA@clf.uk](mailto:ShoutOutKOA@clf.uk)



Here at King's Oak Academy, we have mental health first aiders who are on hand should your child ever need them. If you would like any support with your child's mental health, please contact us. There are also a number of outside organisations who can help.

If you or your child need urgent help with your mental health, you can use one of the helpline services below. If you feel as though you or someone else is at risk of immediate harm, please **call 999 immediately**.

|   |   |  |  |
|---|---|--|--|
| Young Minds                                     | - | <a href="http://www.youngminds.org.uk">www.youngminds.org.uk</a>                               |  |
| Childline                                       | - | <a href="http://www.childline.org.uk">www.childline.org.uk</a>                                 | 0800 1111  |
| Mind-You  | - | <a href="http://www.sites.southglos.gov.uk/mind-you/">www.sites.southglos.gov.uk/mind-you/</a> |  |
| Off the Record                                  | - | <a href="http://www.otrbristol.org.uk">www.otrbristol.org.uk</a>                               | 0808 808 9120  |
| Samaritans                                      | - | <a href="http://www.samaritans.org">www.samaritans.org</a>                                     | 116 123  |
| Avon and Wiltshire<br>Mental Health Partnership | - |  | 0800 953 1919  |
| Kooth   | - | <a href="http://www.kooth.com">www.kooth.com</a>   | An online platform where students can talk to an independent advisor 24/7 through the Kooth app. |



## Young Carers

At King's Oak Academy we provide a warm and caring environment for all our students. Young people learn best when they are safe, happy and well cared for and staff at King's Oak provide outstanding care and guidance. Mrs Bryant is a member of our administrative team, and one of our Mental Health First Aiders, and is confident in supporting our Young Carers, who may be experiencing difficulties that are affecting their learning and progress.

### At King's Oak Academy we care

Most of us have routines in our lives and if you are a young carer, you have routines and responsibilities which may affect school and home life. You may not think anyone else will understand, but we do!!

We think you are wonderful if you are caring for a family member, in fact we think you are fantastic! If you are worried about homework or coursework or going on a trip and you will be worried about someone at home, please talk to us.

We know and understand what it takes to be a young carer and want to support you to achieve your potential. We want you to feel confident to talk to someone to ease some of your worries or stress, or to tell us you are okay. If you would like some advice, but find it difficult to talk, you can email Miss Edgson – [Samantha.Edgson@clf.uk](mailto:Samantha.Edgson@clf.uk)



## Lost Property

All property and clothing should be clearly marked with the student's name and is the responsibility of the named student. In the event of a lost item, every reasonable effort will be taken to recover the item, but no further action can be taken from the Academy of CLF. Parents are advised to claim under their own insurance policies if necessary. If any lost property is handed in, it may be collected from the Academy offices.

Many items of clothing which are handed in are never collected. Two weeks after the start of every new term, the unclaimed items of clothing will be donated to charity.

## The Curriculum

Our curriculum aims to enable our children to understand their place in the world, which they exploit because of a developed sense of self and agency that is built on an ability to seek meaning and make connections. Our pupils' evolving understanding is secured through a foundation of knowledge, skills and concepts delivered through our States of Being curriculum.

In Lower and Middle school, we recognise the various curriculum areas as 'States of Being': '*I am an Author*', '*I am a Geographer*', '*I am a Designer*' and '*I am a Mathematician*' are just a few examples.

Key questions and meaningful experiences and opportunities drive our children's enquiries into our States of Being. School adults challenge our learners to seek answers to questions that intuitively create opportunities to refine knowledge and skills in different states of being. This active learning ensures greater involvement and creates links with prior and future learning. Through planning meaningful experiences and opportunities, our curriculum is enriched and supports our children in making links between their learning now and into the wider world.



Through our curriculum, we aim to offer a breadth of opportunity for students to develop the knowledge, understanding and skills needed to be active citizens of their community and the wider world. From Lower School through to Upper School, students will follow a range of common National Curriculum courses as set out below.

- English
- Mathematics
- Science
- Art
- Computing
- Design and Technology
- Drama
- French
- Geography
- Health & Wellbeing (PSHE)
- History
- Music
- Physical Education
- Food Technology



- Religious Studies

## Upper School Curriculum

Our overarching aim in the Upper School is to refine student skills whilst personalising their learning journey through KS4 and on into higher education or training.

We pride ourselves on offering our students the best opportunities within their areas of study and beyond, building on students' prior learning blocks whilst enhancing their cultural capital and expanding their transferable life skills set.



Learning in the Upper School is contextualised to allow students to observe the real-life links to a topic and to secure connections between knowledge and application.

Year 9 is all about extending knowledge and securing concepts before moving on to GCSE and vocational BTEC subjects in years 10 and 11. Year 9 is a crucial year in preparing knowledge across all subject areas before refining subject choices in term 5 ready for September of year 10.

In Years 10 and 11, a wide range of GCSEs and vocational courses are offered, including GCSE Triple science, French and DT alongside vocational BTECs in Sport Science, Hospitality and Catering and Travel and Tourism, to name but a few of our courses. Students make guided choices at the end of Year 9 to ensure that the National Curriculum is followed.

Courses in Physical Education, and preparation for life (PHSE, SRE, Religious Studies, Finance and careers) are also followed by all students. All students have the opportunity to engage in work related learning activities during KS4.



Our staff are dedicated to working with, and supporting, the individual and offering the therapeutic care needed to excel. Whilst having clear, high expectations we do not want to lose the individualism of our students and encourage them to continue to express themselves and develop their passions, their beliefs and their interests.

The aim, to develop our students in to becoming proud, resilient, hardworking active members of our wider society, giving them the confidence to be their best self and to seize every opportunity available.





## Post-16 education

All young people must stay in some form of education until they are 18. After Year 11, our students may enter employment with training, go on to study at college, or, as a significant percentage does, continue in Years 12 and 13 within the Cabot Learning Federation. Here, students will follow a wide variety of courses, including AS/A2 and BTEC qualifications at various levels, as preparation for entering university or employment.

## Special Educational Needs

At King's Oak Academy we use the definition for SEN and for disability from the SEND Code of Practice (Updated 2015):

**Special Educational Needs:** *A child or young person has special educational needs if he or she has a learning difficulty or disability which calls for special educational provision to be made for him or her.'*

A learning difficulty or disability is a significantly greater difficulty in learning than the majority of others of the same age. Special educational provision means educational or training provision that is additional to, or different from, that made generally for others of the same age in a mainstream setting in England.

**Disability:** Many children and young people who have SEN may have a disability under the Equality Act 2010 – that is: *'...a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities'.*

This definition includes sensory impairments such as those affecting sight or hearing, and long-term health conditions such as asthma, diabetes, epilepsy, and cancer.

### The Academy's Special Educational Needs Policy

The Academy's Policy sets out to ensure that students with special educational needs and disabilities [SEND] reach their full potential, are included fully in all aspects of Academy life, and make a successful transition to adulthood.

The policy has been revised in line with the 2014 Children and Families Act and the new Special Needs and Disability Code of Practice, and is available on the website, laying out how the policy is put into practice.



## The Revised Code of Practice, 2014

The Revised Code of Practice sees students' special needs falling into four broad areas of need:

- *Cognition and learning*
- *Social, emotional, and mental health*
- *Communication and interaction*
- *Sensory and/or physical needs*

Once a student has been identified as having a Special Educational Need, they are listed on the Academy's Special Needs Register.

The Special Needs of many students will be met within the mainstream setting. Students will have work adapted and differentiated to meet their particular needs, by their subject teachers. Help may also be provided by reduced class size, setting, small group work, in-class support from a member of the Teaching Assistant Team, individual work/mentoring or timetabled sessions in the Support Hub.



## Outside Agencies and Support Services

Some students will require involvement of external expert advice for their needs to be understood and met. This may include Educational Psychology Service, the Sensory Support Service, Health and Social Services, Family and Young Person's Service [FYPS] and other local and national organisations.

This is to ensure that children with Special Needs and disabilities are safe, happy, making progress, and fully integrated into Academy life. This idea of **inclusion** is central to the Academy's SEN policy.

A small number of children will have Special Needs of severity or complexity that requires the local authority to determine the type of provision required in an **Education, Health, and Care Plan [EHC Plan]**.



## Top Tips for Parents

- Talk through the homework tasks, asking careful, open questions and discussing ideas; take an interest in the topics being studied.
- Create a quiet space in the home with the right equipment on hand.
- Try to make links with study tasks and what is going on around you, on the news for example or in popular TV programmes.
- Help with spelling, punctuation and grammar, proof-reading draft work and giving suggestions.
- Offer to test them on key facts in the run up to a test.
- Get your child reading aloud to you and ask them questions about the text.
- Help your child with research tasks by suggesting how and where to look, how to phrase search terms on the internet and suitable web sites; do not let them copy and paste!
- Give lots of praise where praise is due; offer rewards for effective time management and hard work!

## Useful Contact Numbers and Links

|   |  |  |
|---|--|--|
| Lower School Office                         | 0117 992 7129  | <a href="mailto:KOA.LowerSchool@clf.uk">KOA.LowerSchool@clf.uk</a>               |
| Middle School Office                        | 0117 992 7128  | <a href="mailto:KOA.MiddleSchool@clf.uk">KOA.MiddleSchool@clf.uk</a>             |
| Upper School Office                         | 0117 992 7127  | <a href="mailto:KOA.UpperSchool@clf.uk">KOA.UpperSchool@clf.uk</a>               |
| Academy PTA - Friends of King's Oak Academy | <a href="mailto:friendsofkoa@outlook.com">friendsofkoa@outlook.com</a> | <a href="http://www.facebook.com/friendsofkoa">www.facebook.com/friendsofkoa</a> |
| South Gloucestershire Council               | 01454 868 003  | <a href="http://www.southglos.gov.uk">www.southglos.gov.uk</a>                   |
| King's Oak Academy                          | <a href="mailto:KOA.office@clf.uk">KOA.office@clf.uk</a>               | <a href="http://www.kingsoakacademy.clf.uk">www.kingsoakacademy.clf.uk</a>       |
| Cabot Learning Federation                   | <a href="mailto:info@clf.uk">info@clf.uk</a>                           | <a href="http://www.clf.uk">www.clf.uk</a>                                       |