

7 January 2022
KOn/JWe

Dear Parents and Carers,

I hope that your child has enjoyed their return to school this week and that they have been able to reconnect with their teachers and class peers. In Term 2 I updated you on our SENCo recruitment process and confirmed that we had appointed a new SENCo due to start with us in January 2022. Sadly, due to personal reasons, the appointed SENCo is no longer able to take up the position at King's Oak Academy.

We are now advertising for a new SENCo to be recruited and appointed to start in September 2022 (or earlier if possible). I want to reassure you that in the interim we have put in place robust arrangements to ensure that for the remainder of the academic year our children with additional learning needs are well supported and the academy meets its statutory obligations within the SEND Code of Practice.

These measures include:

SEND Leadership

- Each Head of School (Jo Thorn - Lower School, Rebecca Thielen – Middle School and Andrew Marshall-Aherne – Upper School) will be leading SEND student provision in their respective schools. All Heads of School are moving to non-teaching timetables for the remainder of the academic year to ensure that they have sufficient capacity to work with families and teachers so that appropriate provision plans are implemented and statutory meetings such as Annual Reviews are completed.
- In Term 2 we funded additional SEND leadership support from a local specialist SEND support company called SENCAT. Tracy Nairn has worked closely with King's Oak Academy in previous years and has worked with both the Heads of School and Megan to; complete annual reviews, quality assure SEND paperwork, provide SEND training to Teaching Partners and SEND leadership training to the Heads of School. We have also allocated additional funding within our school budget for Tracy to continue to work with us in January.
- Megan Redwood will continue to lead as Deputy SENCo. Megan works closely with the Heads of School, Teachers and Teaching Partners to ensure that students with additional learning needs receive appropriate and effective academic and/or well-being support.
- The Cabot Learning Federation and South Gloucestershire Local Authority SEND Team are continuing to provide strategic guidance and additional SEND capacity through SEND network meetings, executive leadership support and Code of Practice quality assurance reviews.

Graduated Response Tracking (Assess, Plan, Do, Review)

- We have purchased an online SEND provision planning tool called Edukey. This tool allows teachers to access up to date SEN information, share your child's learning targets and communicate additional provision that they might have access to. All teachers have received training on this software and class tutors are now completing the initial plan-do-review meetings for students with SEN K needs. To maintain open and transparent communication systems, we plan to share access to this tool with parents in Term 5.

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 | WEBSITE: WWW.KINGSOAKACADEMY.ORG.UK

Parent Support

- South Gloucestershire Local Authority also offer a variety of support tools for parents from trained SEND advisors. Supportive Parents can help parents with paperwork for meetings, reading or responding to letters and reports, statutory assessments, written contributions, reviews and planning. Their contact details are: 0117 989 7725 / support@sendandyou.org.uk. Their service is open from 9:30-4:30pm (Monday to Friday), with an answerphone service at all other times.
- Supportive Parents also run free SEND courses, workshops and support groups for young people, parents and carers. Please click the links below to sign up for their upcoming events:
 - [SEND and You: Elective Home Education and EOTAS - Tuesday 18 Jan 2022 at 10:30](#)
 - [SEND and You Transitions Support Event - Tuesday 15th February 2022 at 18:00](#)
 - [SEND and You: Placements and Personal Budgets - Tue 15 Feb 2022 at 10:30](#)
 - [SEND and You: Mediation Tickets - Tuesday 15 Mar 2022 at 10:30](#)

*To access the full events list – [Click Here](#)

At King's Oak, we also hold coffee mornings (8.50 – 10am) so that parents can meet with senior leaders and members of the SEND/Pastoral/Careers team to ask academic, well-being and parenting questions. The coffee mornings take place on the following weeks each month and we would be delighted to see you there:

- **1st Thursday of the month: Lower School (Lower School site – next session 3 Feb)**
- **2nd Thursday of the month: Middle School (Upper School site - next session 13 Jan)**
- **Last Thursday of the month: Upper School (Upper School site – next session 27 Jan)**

I hope that this letter provides you with reassurance that we will continue to do our utmost to ensure that all students with additional learning needs continue to receive their usual broad and balanced curriculum, as well as accessing any extra support they might need.

As always, if you have any questions, we are here to support you. If you are unable to attend a coffee morning, please do contact your child's class teacher or Head of School by email or phone (0117 992 7127) and we will respond to your enquiry within 48hours.

Kind regards



Katherine Ogden
Principal of Kings Oak Academy

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 | WEBSITE: WWW.KINGSOAKACADEMY.ORG.UK