

21 July 2023
KOn/Swe/JWe

Dear King's Oak Academy Families

Start of term arrangements and information September 2023

I hope you and your family will have a peaceful summer break; we are looking forward to welcoming all children back to school on **Tuesday 05 September 2023** to begin the new academic year.

To help you and your child/ren prepare for their first week back, we have put together a pack of information that we hope you will find helpful and useful.

There are quite a few updates and key dates and times shared within this letter; to help you stay up to date at the start of term, we will also send you and child/ren short reminder notifications about important details/upcoming events through email and the new MyChildAtSchool app.

In the meantime, if you have any questions about the start of term arrangements, please call or email:

Lower School <i>Reception – Year 4</i>	Middle School <i>Year 5 – Year 8</i>	Upper School <i>Year 9 – Year 11</i>
Email: KOA.LowerSchool@clf.uk	Email: KOA.MiddleSchool@clf.uk	Email: KOA.UpperSchool@clf.uk
Tel: 01179 927 129	Tel: 01179 927 128	Tel: 01179 927 127

Kind regards



Katherine Ogden
Principal of King's Oak Academy

Start of term pack contents:

1. Start of term induction arrangements.
2. Meet the class teacher/tutor information.
3. Timings of the academy day, entry and exit points.
4. Payment for school meals (inc. Universal Free School Meals (FSM) and applying for FSM).
5. School Photographs.
6. Uniform and Equipment.
7. Parent Networking Opportunities.
8. Communicating with the Academy

WORK HARD, BE KIND

PRINCIPAL: MISS K OGDEN . CEO: MR STEVE TAYLOR |
ADDRESS: KING'S OAK ACADEMY, BROOK ROAD, KINGSWOOD, BRISTOL BS15 4JT
EMAIL: KOA.PRINCIPAL@CLF.UK | WEBSITE: WWW.KINGSOAKACADEMY.CLF.UK

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1. Start of Term - Induction Arrangements

Friday 01 September and Monday 04 September 2023

School INSET DAYS - The Academy is closed to all students on both of these days.

September 2023 Induction Timetable - Reception children only

Tuesday 05 September	Home visits - 09:00am – 4:00pm each day	
Wednesday 06 September		
Thursday 07 September		
Friday 08 September		
Week Commencing - Monday 11 September - Phased transition into Reception		
Monday 11 September	Group A: 08:30am – 10:30am	Group B: 1:00pm – 3:00pm
Tuesday 12 September	Group A: 08:30am – 10:30am	Group B: 1:00pm – 3:00pm
Wednesday 13 September	Group A: 08:30am – 10:30am	Group B: 1:00pm – 3:00pm
Thursday 14 September	Group A: 08:30am – 1:00pm (with lunch)	
Friday 15 September	Group B: 08:30am – 1:00pm (with lunch)	
Week Commencing - Monday 18 September - Phased transition into Reception		
Monday 18 September	Group A: 08:30am – 3:00pm	
Tuesday 19 September	Group B: 08:30am – 3:00pm	
Wednesday 20 September	All children begin full time: 08:30am – 3:00pm	

Tuesday 05 September 2023

Year 1 to Year 7 and Year 9 only: Return to school for the **full school day** (see timings of the school day below).

Year 8, Year 10 and Year 11: Return to school induction session from 08:35am till 10:55am.

For children in Years 8 to Year 11 who receive Free School Meals (FSM), if they would like to have a packed lunch on 5 September to take home with them at the end of their induction session, [please click the following link](#) to pre-order their meal.

Wednesday 07 September 2023

All children are in school for the full day.

Except for pre-arranged Reception Stay and Play sessions and home visits (information sent separately to families).

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2. Meet the Teacher, Tutor, and Head of School on Wednesday 06 September 2023

This is an opportunity for you to:

- Meet your child's new class teacher (Y1-Y6) or Tutor (Y7-Y11) and your child's Head of School (Y9).
- Explore essential information that concerns your child's school day and learning.
- Share home learning and uniform expectations.
- Connect, make links with your child's class Teacher / Tutor / Head of School, and ask questions.

To give parents time to meet with more than one class teacher or fit around work arrangements, there will be two meeting slots available: **3:30pm – 4:00pm** or **4:00pm – 4:30pm**.

Additional Information

If you have children in more than two-year groups across the school and therefore cannot meet all of the class teachers, or, if you are not able to join us for the event, parts of the session will be recorded and shared with all families to ensure that you do not miss any important information.

Meet the Teacher (Year 1 – Year 4): Please go to the **Lower School Office** where you will be greeted and signed in by a member of staff.

Meet the Tutor (Year 5 – Year 7): Please go to the **Middle School Office** where you will be greeted and signed in by a member of staff.

Meet the Head of School (Year 9): Please go to the **Upper School Reception** where you will be greeted and shown to the meeting venue (The Hexagon).
Please note that this session will only take place at 4:00pm – 4.30pm.

3. Timings of the School Day, Entry and Exit Points

The table and image below summarise the start/end of the school day for each year group and the entry/exit gates for each school.

	School Day Starts	School Day Ends
Lower School <i>Reception to Year 4</i>	Gates Open: 08:20am Classrooms Open: 08:25am Gates Close: 08:30am	Gates Open: 2:50pm Class Room Doors Open: 3:00pm
Middle School <i>Year 5 to Year 8</i>	Gates Open: 08:25am Year 5/6 Classrooms Open: 08:30am Year 7/8 Classrooms Open: 08:35am Gates Close: 08:35am	Gates Open: 3:10pm
Upper School <i>Year 9 to Year 11</i>	Gates Open: 08:25am Gates Close: 08:35am Tutor Time Starts: 08:40am	Gates Open: 3:10pm

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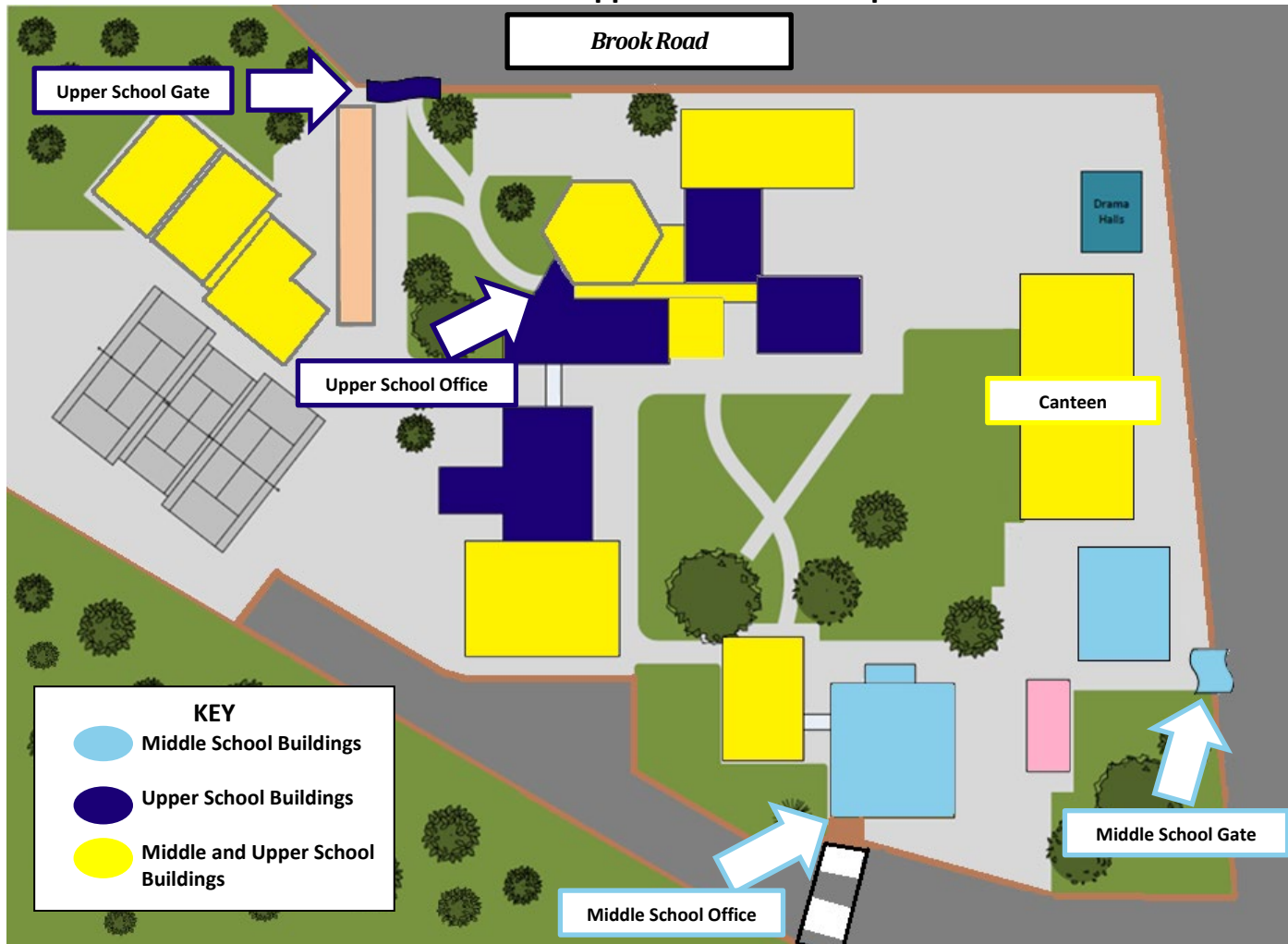
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Middle and Upper School Gate Map



Upper School Year 9 – Year 11		Middle School Year 5 – Year 8	
Email:	KOA.UpperSchool@clf.uk	Email:	KOA.MiddleSchool@clf.uk
Tel:	01179 927 127	Tel:	01179 927 128
Office Hours	08:00 – 16:00	Office Hours	08:00 – 16:00

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4. Payment and General Information for School Meals

The payment system that we use is 'Scopay'. Please use the following link to our website which explains how to pay for school meals - <https://kingsoakacademy.clf.uk/our-academy/online-payments/>

Scopay Registration

For all families who are new to King's Oak in September, shortly, you will receive a separate letter with your link code to access the account.

Financial Difficulties

Unfortunately, last year some families ran up large lunch debts. Whilst we will always make sure that a child has food each day, we cannot allow families to accrue similar debts in the future. If you are experiencing financial difficulties, please contact your child's school office and we will do our best to support you.

Free School Meals

Reception to Year 2

Your child is entitled to a free school meal every day.

We strongly encourage ALL families to use this service as we follow a 'family dining' approach during our lunchtime periods and also hope that this will help all families during this period of increased financial hardship.

Year 3 to Year 11

If your family or financial circumstances have changed, your child might be entitled to a free school meal each day. Please click the link below to apply for Free School Meals or talk to school offices who will be able to help you complete your application.

[South Glos Council - Application for Free School Meals](#)

Allergen and Dietary requirements

Whilst we will continue to share the menus in advance, if your child has any specific dietary requirements, please let your child's Office know so that they can inform the school caterers who can adjust your child's meal appropriately.



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5. School Photographs

Individual school photographs will be taken on 4 and 5 October for all children in Reception to Year 11. Siblings will also have the opportunity to have their 'family photograph' taken during this time as well.



6. Uniform and Equipment

Please [click here](#) to view our school uniform expectations.

If you have any uniform which is no longer required or no longer fits your child we would be most grateful for any donations which will go to the Friends of King's Oak Academy uniform "swap shop" which will reduce waste and support other families within the KOA community. Donations can be dropped off to each school office.

Children in Reception to Year 6

Children should have their reading book (once issued) and their reading record in school every day. They are expected to bring a book bag or a different suitable school bag and please ensure they bring a water bottle every day.

Children in Year 7-11

Children should come to school ready to learn with the correct equipment. As a minimum, this should include a school bag, pencil case containing a pen, pencil, ruler and rubber. Children should also have an appropriate reading book every day, which they can borrow from the school library if necessary. Children should also bring a water bottle to school every day.

7. Parent Networking Opportunities

Friends of King's Oak: Please [click here](#) to access the Friend's of King's Oak Academy Facebook page which contains more information about how you can join and work with a wonderful group of parents to support the children at King's Oak Academy. They also have a dedicated website where you can find out more information on their latest news and events.

[Friends of King's Oak Academy](#)

Coffee Mornings:

Our weekly coffee mornings will re-start on Thursday 7 September Lower School Hall 9am till 10am. This is a great opportunity for parents to connect and get to know each other.

Academy Council:

Our parent voice is very important to us so that we can work together to improve our school for our children. Please see the last page to view our advert for a new Parent Councillor vacancy.

8. Communicating with the Academy

In July we switched our Managing Information System to Bromcom, which also comes with an app (MyChildAtSchool), where you can view your child's attendance, behaviour, progress and communicate with the school.

You can register by downloading the MyChildAtSchool app in the Google Play Store or Apple app store. If you have not logged in before, simply enter your email address (this must be the one we have on file) and click on the 'forgot password' link.

If you would like to contact your child's office via email or telephone, please use the following contact details:

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Cabot
Learning
Federation

We are looking for Governance Volunteers to join our Academy Councils

We are a diverse multi-academy trust, looking for professional and ambitious people, with a passion for transforming our students' learning.

What is an Academy Councillor?

It is a rewarding role working towards a shared goal of providing a high-quality education for the children and young people in our communities.

Volunteers attend regular meetings, visit schools, meet with school leaders, attend training and networking events.

What kind of people are we looking for to join our Governance Team?

Our Academy Councillors come from all walks of life and all backgrounds, but all share our high expectations.

How much of your time will being an Academy Councillor take up?

We appreciate that all of our Councillors are volunteers and use their time carefully and respectfully. We meet regularly, usually once a term and the meetings are held late afternoon/early evening.



Visit www.clf.uk/volunteer-with-us
to find out more. Or email governance@clf.uk



Your Opportunity



Cabot
Learning
Federation

Not only will you be working within one of our fantastic academies, but you will be a part of a diverse Federation working alongside professional and inspirational people. The Cabot Learning Federation is committed to providing the very best learning experiences for every young person we educate which you can be a part of.

You will also be working within a large multi-academy trust which provides dedicated training programmes and the opportunity to gain experience within other departments and CLF functions.

We will provide members of our Governance Team with:

- Comprehensive induction
- Leadership opportunities
- Dedicated training and development opportunities
- A place at our annual CLF conferences

As a member of our Governance Team, you will:

- Get a chance to use skills you have developed during your working life
- Be involved in the strategic decisions and future direction of the school, therefore impacting the students' educational journey
- Increase your skills and knowledge in teamwork, negotiation, problem-solving and business awareness
- Gain networking opportunities by being part of the wider community



Visit www.clf.uk/volunteer-with-us
to find out more. Or email governance@clf.uk