

1 September 2022

Kon/cmj

Dear Parents / Carers

RE: Start of term arrangements and information September 2022

I hope you and your family had a peaceful summer break; we are looking forward to welcoming all children back to school next week on **Tuesday 6 September** to begin the new academic year.

As you know from some of our end of term letters to you, there are a lot of important and exciting changes for children in all year groups this September. 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/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 SeeSaw/Insight.

In the meantime, if you have any questions about the start of term arrangements, please call 01179 927127 or email koa.office@clf.uk.

Kind regards



Katherine Ogden
Principal

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. Canteen: Opening update
5. Biometric data information
6. Payment for school meals (inc. Universal Free School Meals (FSM) & applying for FSM)
7. Uniform: Iron on badges update
8. School Photographs
9. Behaviour Systems: Update (please see separate attachment)

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1. Start of Term - Induction Arrangements

Monday 5 September 2022:

School INSET – The Academy is closed to students

Tuesday 6 September:

Year R to Year 7 only return to school for the full school day (see timings of the school day below).

o **Note** – Reception families will be participating in pre-arranged stay and play sessions as planned please see below.

Year 11 - Return to school induction session: 08:30am – 10:40am

Year 8, 9 and 10 - Return to school induction session: 11:00am – 1:00pm

For children in Years 8 – 11 who receive Free School Meals (FSM), if they would like to have a packed lunch on 6 September to take home with them at the end of their induction session, [please click the following link](#) to pre-order their meal.

- **Extra Information:** For parents of children in Year R - 7, please read the Canteen Update section for more information about our lunchtime arrangements for your children during the first week of term.

Wednesday 7 September:

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).

2. Meet the Teacher/tutor – Wednesday 7 September

This is an opportunity for you to:

- Meet your child's new class teacher
- Explore essential information that concerns your child's school day
- Share home learning and uniform expectations
- Connect, make links with your child's class teacher 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: 3.30 – 4.00pm or 4.00 – 4.30pm.

- **Extra Information** - If you have children in more than two year groups across the school therefore cannot meet all of the class teachers, or, 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.

Year 1 – Year 5: Please go to the **Lower School Office** where you will be greeted and signed in by a member of staff.

Year 6 – Year 7: Please go to the **Middle School Gate** where you will be greeted and signed in by a member of staff.

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

Reception to Year 5

At the beginning of the day, the lower-school gates **open at 8:20am** and **close at 8:35am**. Please ensure that your children arrive at school promptly: this will ensure that they do not miss out on the chance to **settle into their classrooms and say good morning to their friends/teachers**. Being on time to school of course also means that they will not miss out on any **important learning**. Learning activities begin **at 8:30am!**

If you do arrive after the gates close, please go to the Lower School Office to sign your child in to school.

The end of the day is at 3pm. Please collect your children promptly, from their classrooms. Your child's class teacher / teaching partner will be waiting with your child at the classroom door for you to collect them and share any information about your child's day with you.

If your child is in Year 5, you have the option for your child to be released from their classroom to **walk home on their own or to collect your child** promptly from their classrooms at this time. Please [click here](#) to complete the attached form to advise us on collection arrangements **for your Year 5 child** (one form per child, please).

Year 6

At the beginning of the day, the Middle School gates **open at 8:20am** and **close at 8:35am**. Please ensure that your children arrive at school promptly: this will ensure that they do not miss out on the chance to **settle into their classrooms and say good morning to their friends/teachers**. Being on time to school of course also means that they will not miss out on any **important learning**. Learning activities begin **at 8:30am!**

If you do arrive after the gates close, please go to the Upper School office to sign your child in. Once your child has been signed in, a member of the Middle School support staff will then accompany your child to their classroom.

- **Extra Information:** *The Middle School Office is expected to open in a few weeks as we are currently waiting for some building materials to arrive to finish its construction. We will keep you updated about when the new office will open.*

The end of the day is at 3:10pm. You have the option for your child to be released from their classroom to **walk home on their own or to collect your child** promptly from their classrooms at this time. Please [click here](#) to complete the attached form to advise us on collection arrangements **for your Year 6 child** (one form per child, please).

Year 7-11

At the beginning of the day, the Middle School and Upper School gates both **open at 8:20am** and **close at 8:35am**. Please ensure that your children arrive at school before the gates close: this will ensure that they do not miss out on the chance to **settle into the school day, get to their first lesson** and not miss out on any

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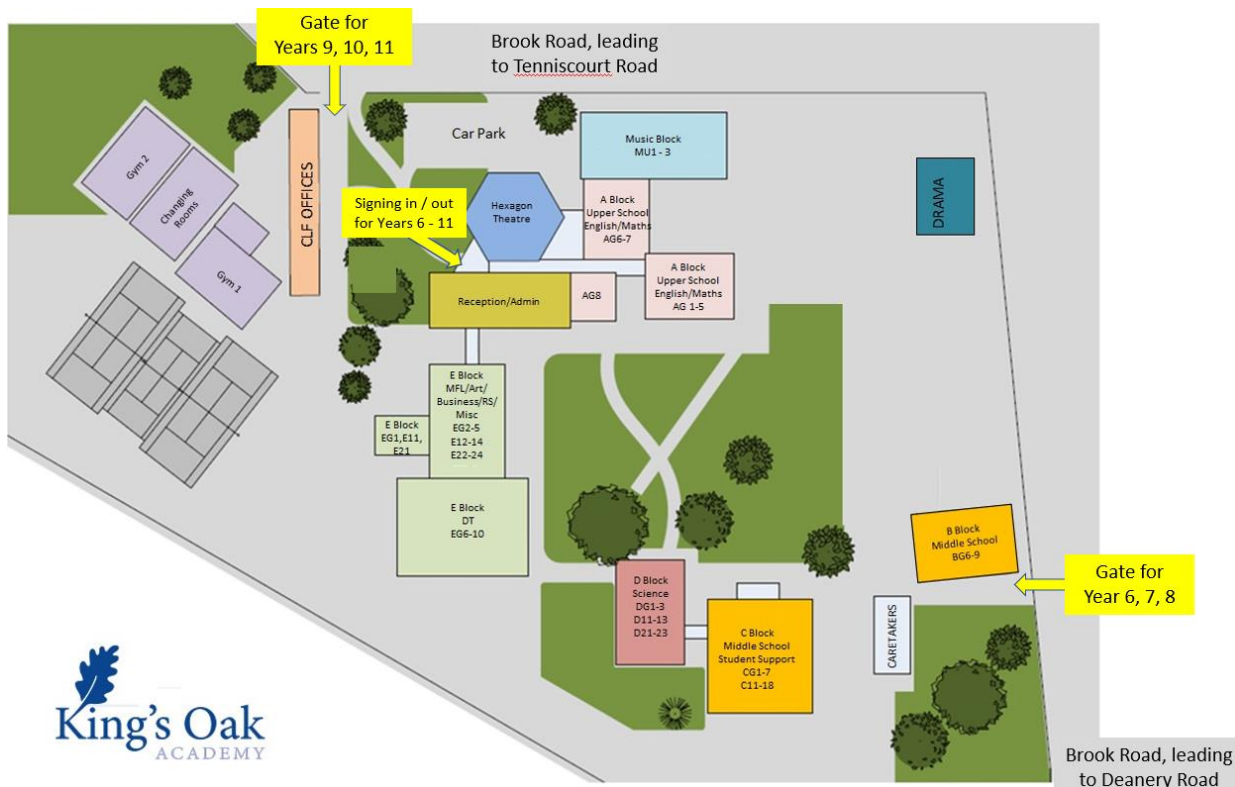
important learning. On arrival, students should go straight to the entrance of their Period 1 classroom so that they are ready to start their learning promptly at **8:40am**

If your child arrives after the gates close, please ask them to go to the Upper School Office to sign in.

On Monday, Tuesday, Thursday and Friday, the end of the day is at 3:10pm. All students will be dismissed from their final lesson and should leave the academy through their respective Middle or Upper School gate; unless they are staying with us to participate in an after-school activity.

- **Extra Information:** On Wednesdays, the end of the day is at 2:50pm, unless your child needs to stay for Punctuality Payback.
 - Students who are not required to attend Punctuality Payback will be able leave school at 2:50pm.
 - Students who are required to attend Punctuality Payback will be dismissed from this session at the appropriate time and will leave school through the Upper School office.

Middle and Upper School Gate Map



4. Canteen: Opening Update

As your child will see very soon, the new canteen is almost ready for us all to use! However, due to a delay in the arrival of essential building materials during the summer holiday, the **canteen is now expected to open on Monday 18 September 2022.**

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This will not affect the catering service for children in Reception to Year 5, who will continue to be served their lunchtime meals as normal.

Whilst we encourage most children to bring a packed lunch to school for this short period of time, we will also be running a pre-ordered lunch service for any children in Year 6-11 who wish to have a school meal or receive free school meals.

If you would like to pre-order a school lunch for your child for the first week of term, please click the link below to place your order. The Week 2 menu & ordering form will be shared with you next week.

- **Tuesday 6 September:** school lunch request form ([click here](#)) – **Year 6 and 7 families only**
- **Wednesday 7 – Friday 9 September:** Yr 6-11 school lunch request form ([click here](#))
- **Extra Information:**
 - *For children in Year 6, pre-ordered lunches will be delivered to their classroom.*
 - *For children in Year 7 and 8, their lunches will be delivered to the Middle School LRC.*
 - *For children in Years 9-11, their lunches will be delivered to the E-Block canopy.*

Thank you for bearing with us whilst the canteen undergoes final preparations for use, if there is any change to advised opening date, we will let you know as soon as possible

5. Biometric Finger Printing: Update

In preparation for the opening of the new canteen, biometric fingerprint collection for students in Years 6 – 11 will take place on Wednesday 7 September. This will allow our cashless catering service to be reintroduced from Monday 12 September.

As you might be aware, biometric finger printing consent is collected when your child enrolls at King's Oak. We have re-attached the appropriate section of the biometric data consent form to this letter for your information ([click here](#)).

Next Steps:

- **Year 7-11 families: No further action is required.** However, If you would like to change your biometric data consent (i.e. remove / grant consent), please re-complete the consent form and return to us ([click here to access the consent form](#))
- **Year 6 families:** Please complete the attached consent form ([click here](#)) to enable us complete the biometric finger printing process for your child on Wednesday 7th September. If you do not wish for your child to be able to purchase items from the school canteen (i.e. they will bring in a packed lunch each day), you do not need to give biometric data consent at this stage.
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6. Payment for School Meals

The payment system that we use is 'Scopay'. Please use the following link to our website which explains the how to pay for school meals.

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<https://kingsoakacademy.clf.uk/our-academy/online-payments/>

- **Extra Information:** 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 the school and we will do our best to support you.

- **Extra Information:**
 - **Reception – 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.
 - Whilst we will continue to share the lunchtime menu in advance, if your child has any specific dietary requirements, please let the Lower School Office know so that they can inform the school caterers who can adjust your child's meal appropriately.
 - **Y3-11 - Free School Meals:** 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.
 - <https://www.southglos.gov.uk/documents/Free-School-Meals-Guidance-for-Citizen-Portal-1.pdf>

7. School Uniform: Iron On Logo Badges Update

At the end of Term 6, we shared with parents that we have managed to find a company who can produce high quality, colour matched, 'iron-on' patches of the King's Oak Academy logo so that families can add these to unbranded polo shirts and jumpers.

We expect to have stock of the badges arriving in the academy very soon. However, in the meantime, students are allowed to wear unbranded polo shirts and round neck jumpers to school.

8. School Photographs

Individual school photographs will be taken on Wednesday 7 September throughout the day for all children in Years 5 – 11. Students who have siblings in our Lower School will also have the opportunity to have their 'family photograph' later in the year.

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