

26 August 2021
KON/CGN

Dear Parents/Carers

I would like to thank each of you for the exceptional way you and your child/ren have managed in the face of adversity throughout the pandemic and I hope that you have been able to have a restful summer holiday. We are delighted to welcome all students back to school in September and throughout the summer period, our premises, health and safety and leadership team have continued to monitor the government and local authority guidance closely so that we are appropriately prepared to welcome back your child/ren the week commencing 6 September 2021.

I know that everyone's story throughout the pandemic has been different and some people have fought very hard battles with bereavement, health worries, financial worries, mental health and anxiety challenges on top of the isolation and juggling home learning. Whatever your circumstances we want next year to be a time of positive learning, creating new relationships and building safe routines.

As you can imagine, at the start of term there will be a lot of information for us to share with your child. To enable us to welcome them in September, we have arranged a staggered induction programme for all year groups across the academy (see page 2). The following pages of this letter outline our headline operational information for the start of term. During your child's induction session, we will go through this information with them, however I wanted to share with you some key information so that you can begin to have preparatory conversations with your child at home.

Our academy will be open for Staff Training on Thursday 2 and Friday 3 September therefore if you have any further questions prior to the start of term please email koa.office@clf.uk or call 01179 927127 and our administration team will endeavour to respond to your enquiry within 24hours.

Thank you for reading this letter. Although the academy will continue to look and feel quite different, our staff are prepared and looking forward to welcoming your child into King's Oak in September. I hope that this letter provides you with an assurance that we will continue to do our utmost to ensure that all students start the new academic year safely so that they can receive their usual broad and balanced curriculum, as well as accessing any extra support they might need.

Kind regards



Katherine Ogden
Principal

WORK HARD, BE KIND

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a. Induction Schedule

Students are expected to wear full school uniform whilst attending these sessions.

	Lower School				
Date (Sept)	Reception	Year 1	Year 2	Year 3	Year 4
Thursday 2	INSET DAY – SCHOOL CLOSED FOR STUDENTS				
Friday 3	INSET DAY – SCHOOL CLOSED FOR STUDENTS				
Monday 6	Transition start: please refer to separate timetable	All students in school following the normal school day timings (0830 – 1500) AM Gates Open: 0820-0830 PM Gates Open: 1450			
Tuesday 7					

	Middle School			
Date (Sept)	Year 5	Year 6	Year 7	Year 8
Thursday 2	INSET DAY – SCHOOL CLOSED FOR STUDENTS			
Friday 3	INSET DAY – SCHOOL CLOSED FOR STUDENTS			
Monday 6	All students in school following the normal school day timings (0830 – 1500) AM Gates Open: 0820-0830 PM Gates Open: 1450	All students in school following the normal school day timings (0835 – 1510) AM Gates Open: 0820-0835 PM Gates Open: 1510	Students not in school today	
Tuesday 7			Induction Session 0900 – 1050	

	Upper School		
Date (Sept)	Year 9	Year 10	Year 11
Thursday 2	INSET DAY – SCHOOL CLOSED FOR STUDENTS		
Friday 3	INSET DAY – SCHOOL CLOSED FOR STUDENTS		
Monday 6	Induction Session 0850 – 1110	Students not in school today	Induction Session 1300 - 1510
Tuesday 7	Students not in school today	Induction Session 1300 - 1510	Students not in school today

Schools have also been asked to supervise two on-site Covid (Lateral Flow) tests at the start of term. We want to do this as quickly and effectively as possible within a week so that school can start uninterrupted by Monday 13 September.

Students in Year 7 - 11 will complete their first of two 'return to school' lateral flow tests (LFT) during their Induction Session. The second LFT will then take place during the school day on either the Thursday 9 or Friday 10 (3 days after their first LFT).

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Timing of the school day

The table below confirms the timings of the school day for each school phase.

Lower School		Middle School		Upper School	
AM Gates	0820-0830	AM Gates	0820-0835	AM Gates	0820-0840
Session 1	0830-1015	Tutor	0835-0850	Tutor	0840-0850
Break	1015-1030	Session 1	0850-0950	Session 1	0850-0950
Session 2	1030-1145/1215	Session 2	0950-1050	Session 2	0950-1050
Lunch	1145-1300 (YrR-Y2) 1215-1315 (Y3-4)	Break	1050-1110	Break	1050-1110
Session 3	1315-1500	Session 3	1110-1210	Session 3	1110-1210
PM Gates	1500 (Tennis Court Road)	Lunch	1210-1310 (Y5-6)	Session 4	1210-1310
Brook Road Closure: 0825-0850 / 1500-1520		Session 4	1210-1310 (Y7-8)	Tutor	1310-1340
		Lunch & Tutor	L: 1310-1340 (Y7-8) T: 1340-1410	Lunch	1340-1410
		Session 5	1410-1510	Session 5	1410-1510
		PM Gates	1510 (Tennis Court Road/U. Playground)	Gates	1510 (Fed House)

Gate Locations

Lower School Gates	Reception – Year 2 = Upper Tennis Court Road Gate Year 2-4 = Lower Tennis Court Road Gate
Middle School Gates	Year 5-6 = Lower Tennis Court Road Gate Year 7-8 = Brook Road, Upper Playground Gate
Upper School Gate	Year 9-11 = Brook Road, Federation House Gate

Note - gates will be signposted

It is important that we work together to minimise the likelihood of students congregating in large groups outside the academy therefore please ensure that your child arrives at the school between the specified times only.

From 6 September 2021, to reduce traffic congestion, improve pedestrian safety and encourage more students to walk/cycle to school, Brook Road will continue to be closed to all vehicles at the start and end of the school day (except emergency vehicles and students with blue badge access requirements).

The road closure times will be between 0825 – 0850 and 1500 – 1520. If you intend to drive your child to school, we suggest that over the weekend you discuss and agree with your child where the safe drop off/collection point will be.

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Break/Lunchtime Provision

Although we will no longer have specific social time bubbles, each 'school' will have access to a specific play zone.

	Lower School	Middle School	Upper School
Outdoor Social Space	Lower School Playground 1	Y5/6 – Lower School Playground 2 Y7/8 Middle School Courtyard & upper playground	Courts and Federation House Courtyard

Year 7-11 Catering Arrangements

Currently, we are building a new school canteen (more information can be found [here](#)). We hope that the canteen will be open and operational in May 2022.

Whilst the canteen is being built, we need to continue to make alternative catering arrangements for Year 7-11.

During the induction sessions on Monday 6 and Tuesday 7 September, please would Year 7 students bring a packed lunch and water bottle to school, unless they receive Free School Meals.

From Wednesday 8 September we would recommend students bring a packed lunch to school each day. However, if you would like your child to have a school lunch the following system will be used:

- **An online form will be sent (via Insight) to all parents each Wednesday.** The form will allow you to:
 - o Select what lunch grab bag (hot and cold options available) meals you would like your child to have each day for the following week. *The menu will rotate on a fortnightly basis and costs for each meal will be indicated on the form.*
 - Unfortunately, once you have chosen your child's lunch options, we will not be able to amend this if your child changes their mind on the day.
 - o Confirm that you have paid the total cost of the pre-booked meals using our online payment system.
 - *This is not required for students that receive free school meals*
- **The deadline to pre-order food for the following week will be Friday 1.30pm.**
- **Lunches will be delivered to the 'Snack Shack' for students to collect each day.**
- **The first lunch booking form will be sent to parents on Thursday 2 September.**



If you do not have online/computer access, please call 01179 927127 and we will be able to set up a paper based ordering system for you to complete.

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N.B. If your child is unwell/unable to attend school and you have pre-booked a meal, please be assured that we will not prepare a meal for them/deduct the cost of the lunch from your account.

Student Timetables / Planners

Year 7-11 only - During your child's induction sessions they will receive their 2021-22 timetable and homework planner.

Uniform:

Please ensure that your child is wearing the KOA Uniform (outlined [here](#)) to their respective induction sessions.

We are aware that it has been reported our uniform suppliers, Monkhouse, have experienced some delays in their ordering/delivery schedules. Please feel reassured that we will do our utmost to support families whose uniform has not arrived on time.

If your child's uniform has been ordered and is delayed, your child may wear an unbranded version of the uniform item (e.g. Lower School – Plain Jade Polo / Middle School – Plain V-Neck Navy Jumper). Please write a note in their planner to confirm this and we will issue a 'uniform exemption card'.

Equipment

It is important that students and staff avoid sharing equipment/stationery. With this in mind, please ensure that your child brings the following equipment to school each day.

Lower School	Middle and Upper School										
No equipment required beyond the KOA Book Bag and water bottle.	<table border="0"> <tr> <td>Pencil Case</td> <td>Year 7 upwards</td> </tr> <tr> <td>Pencil x 2</td> <td>Sharpener</td> </tr> <tr> <td>Pen x 2</td> <td>Highlighter</td> </tr> <tr> <td>Rubber</td> <td>Protractor</td> </tr> <tr> <td>Ruler</td> <td>Scientific Calculator</td> </tr> </table>	Pencil Case	Year 7 upwards	Pencil x 2	Sharpener	Pen x 2	Highlighter	Rubber	Protractor	Ruler	Scientific Calculator
Pencil Case	Year 7 upwards										
Pencil x 2	Sharpener										
Pen x 2	Highlighter										
Rubber	Protractor										
Ruler	Scientific Calculator										
Reception and Year 1: Please bring in a pair of wellies to keep in school.											

Academy hygiene routines

We will continue to maintain strong hygiene routines and control measures to reduce the risk of covid-19 transmission in the community. This will include:

- Regular hand cleaning and sanitisation
- Positive air ventilation, i.e. windows and doors remaining open
- Cleaners working on-site throughout the academy day cleaning communal areas and key touch points (e.g. doors / windows / toilets)
- Students sitting in allocated seats

We will also continue to follow Public Health England (PHE) guidance with regards to testing, managing positive cases and self-isolation. King's Oak Academy and Cabot Learning Federation will also have an 'outbreak management strategy' that will be utilised if there is a significant rise in positive covid-19 cases in 2021-22.

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Face Coverings

Following the most recent government update, face coverings will no longer be compulsory for students or teachers on the academy site. However, if you would like your child to wear a face covering whilst they are moving between lessons (e.g. in corridors) they will be permitted to wear one if they choose to do so.

We would recommend that if your child does intend to wear a face covering in corridors or when travelling to and from school that you ensure they have a plastic, zip locked bag so that they can store the covering when they enter classrooms.

Movement between lessons

In nearly all cases across the all-through, teachers will continue to teach from a consistent classroom and they will be responsible for maintaining strong hygiene/health and safety routines in their classroom.

Behaviour during the academy day

Whilst we will be delighted to welcome all of our students back to the Academy in September, it is important that we maintain high expectations and standards of behaviour throughout the academy day. To ensure that all students are able to access a high quality education and pastoral care, we have updated our recognition and consequences systems to include specific adjustments that are associated with the COVID-19 pandemic.

During your child's return to school induction day in September we will explain how your child's learning and behaviours will be recognised and celebrated. We will also explain to your child how we expect them to work hard and be kind. This information will be shared in our Behaviour Policy on the academy website from Tuesday 7 September.

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