

# King's Oak Academy | Upper School



**WELCOME**

# 1. The Upper School Team



**Head of Upper School**



**Head of Year 11**



**Head of Year 10**



**Head of Year 9**

**Mr Andrew  
Marshall-Aherne**  
Assistant Principal

**Mrs Sarah Holtby**

**Mr Steve Mannin**

**Mr Alex Heath**

# 1. The Upper School Team



9.1

Lalaine Hales

[Lalaine.hales@clf.uk](mailto:Lalaine.hales@clf.uk)

9.2

Kelly Xiao

[Kelly.xiao@clf.uk](mailto:Kelly.xiao@clf.uk)

9.3

Billy McGregor

[Billy.mcgregor@clf.uk](mailto:Billy.mcgregor@clf.uk)

9.4

Robyn Harrold

[Robyn.harrold@clf.uk](mailto:Robyn.harrold@clf.uk)

9.5

Rob Bundock

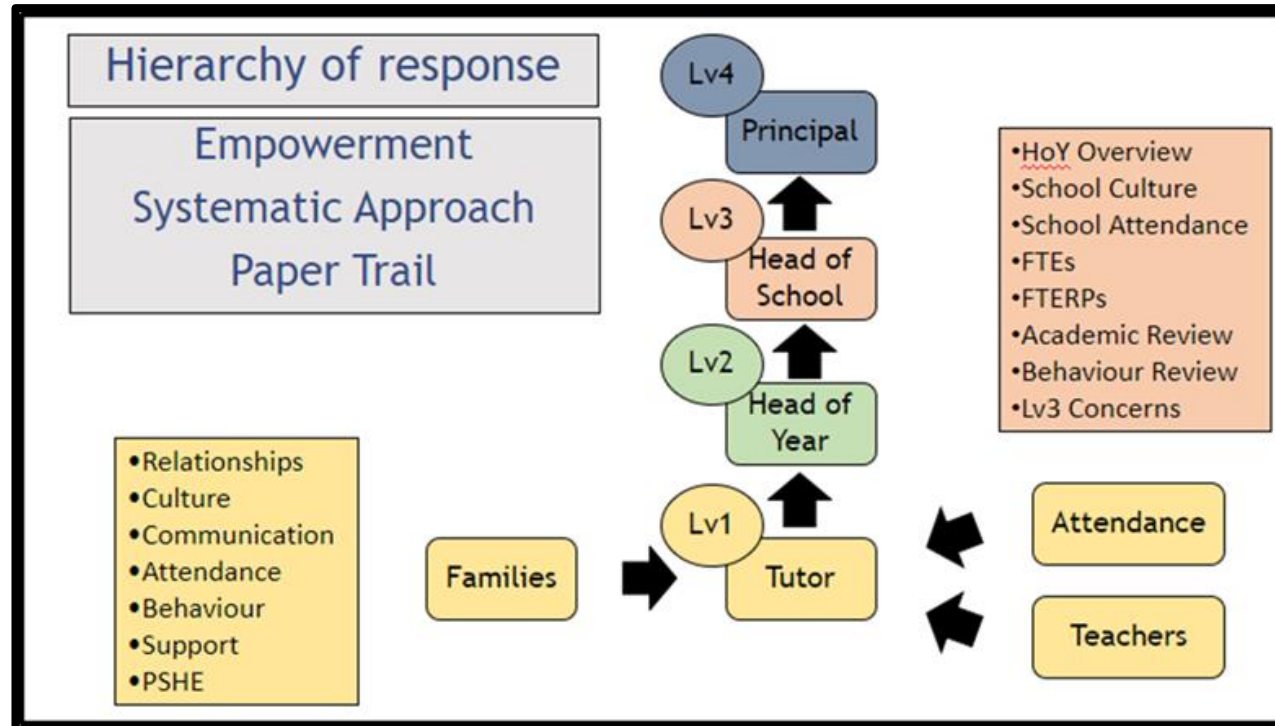
[Robert.bundock@clf.uk](mailto:Robert.bundock@clf.uk)

Yr9 SLT Link

Phil Spring

[Phil.spring@clf.uk](mailto:Phil.spring@clf.uk)

Associate Assistant Principal



- SEND - Lou Roscoe  
[lou.roscoe@clf.uk](mailto:lou.roscoe@clf.uk)

- Learning Support Hub - Debbs Spicer  
[debra.spicer@clf.uk](mailto:debra.spicer@clf.uk)

- Safeguarding - Adele Rice  
[adele.rice@clf.uk](mailto:adele.rice@clf.uk)

## 2. KOA Values

WORK  
HARD  
BE  
KIND

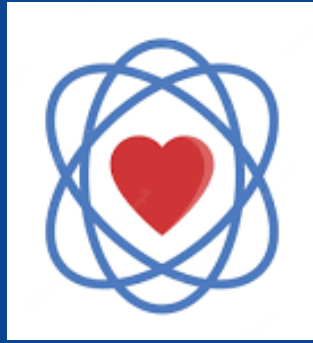
SENSE PRINCIPLES WORTHINESS FAITH RESPONSIBILITY HONESTY  
HYPOCRISY ETHICS THEORY SOCIAL RESPECTABILITY TREATMENT  
PHILISOPHY MORALS TRUST RULES AUTHENTICITY CHARACTER  
ETIQUETTE DECENCY RESPECT VIRTUE STANDARDS PURPOSE ATTITUDE  
FAIRNESS CRITERIA DECENCY RESPECT VIRTUE STANDARDS PURPOSE ATTITUDE  
ACCEPTANCE INNOCENCE FAIRNESS CONDUCT



# 3. Our Upper School Aim

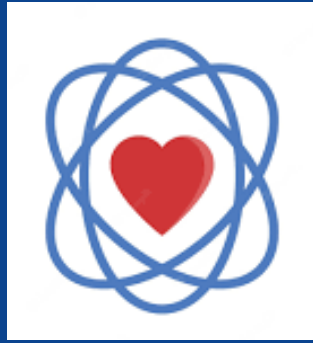
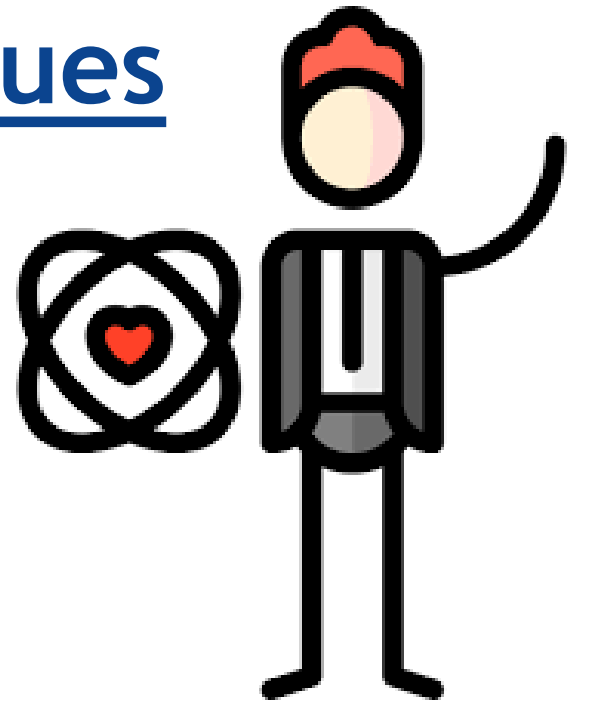
To offer you the **best opportunities** within your areas of study and beyond, **enhancing your wider experiences** and **expanding your transferable skills**, whilst having **clear, high expectations**.

We want you to be **proud, resilient, hardworking, active members of our wider society**, allowing you opportunities to **develop your confidence** so you can be your **best self** and seize every opportunity available.



# 4. Our Upper School Core Values

- **Unapologetically Academic**  
Maintaining the rigour of academic study
- **Relentlessly Fair**  
Fairness is key to building relationships and trust.
- **Own your Behaviour**  
Teaching students to take responsibility for their actions / choices.
- **Unswerving focus on destinations**  
Ensuring all students end up on a course or career path individualised to them.



# 5. This Academic Year

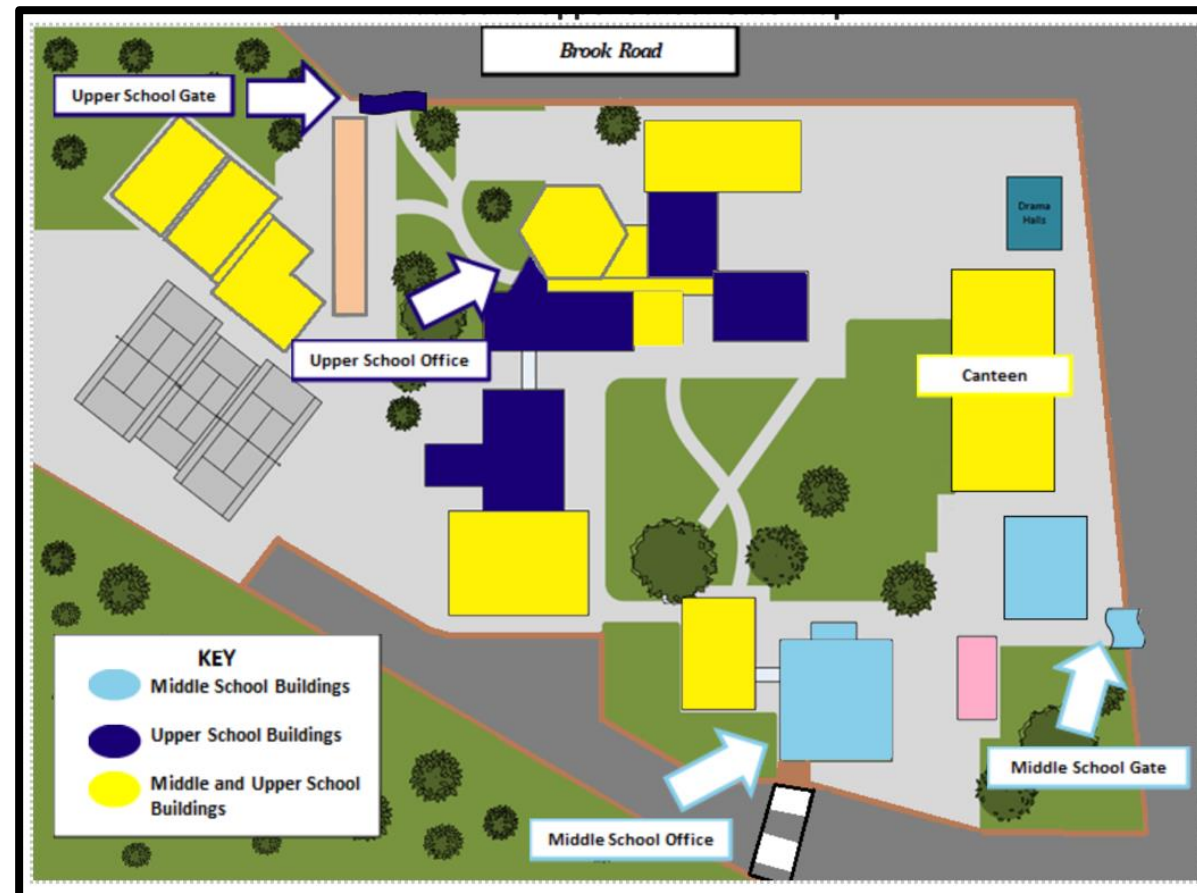
- Meet the Tutor Event – September 2023
- Two KS3 Assessment Windows - Term 3 and Term 5 2024
- Two Reporting Episodes – Following the assessment windows
- One Parents Information Evening – March 2024 (4pm -7pm)
- KS4 Options Event – Easter 2024
- Options finalised – June 2024



# 6. Our Day



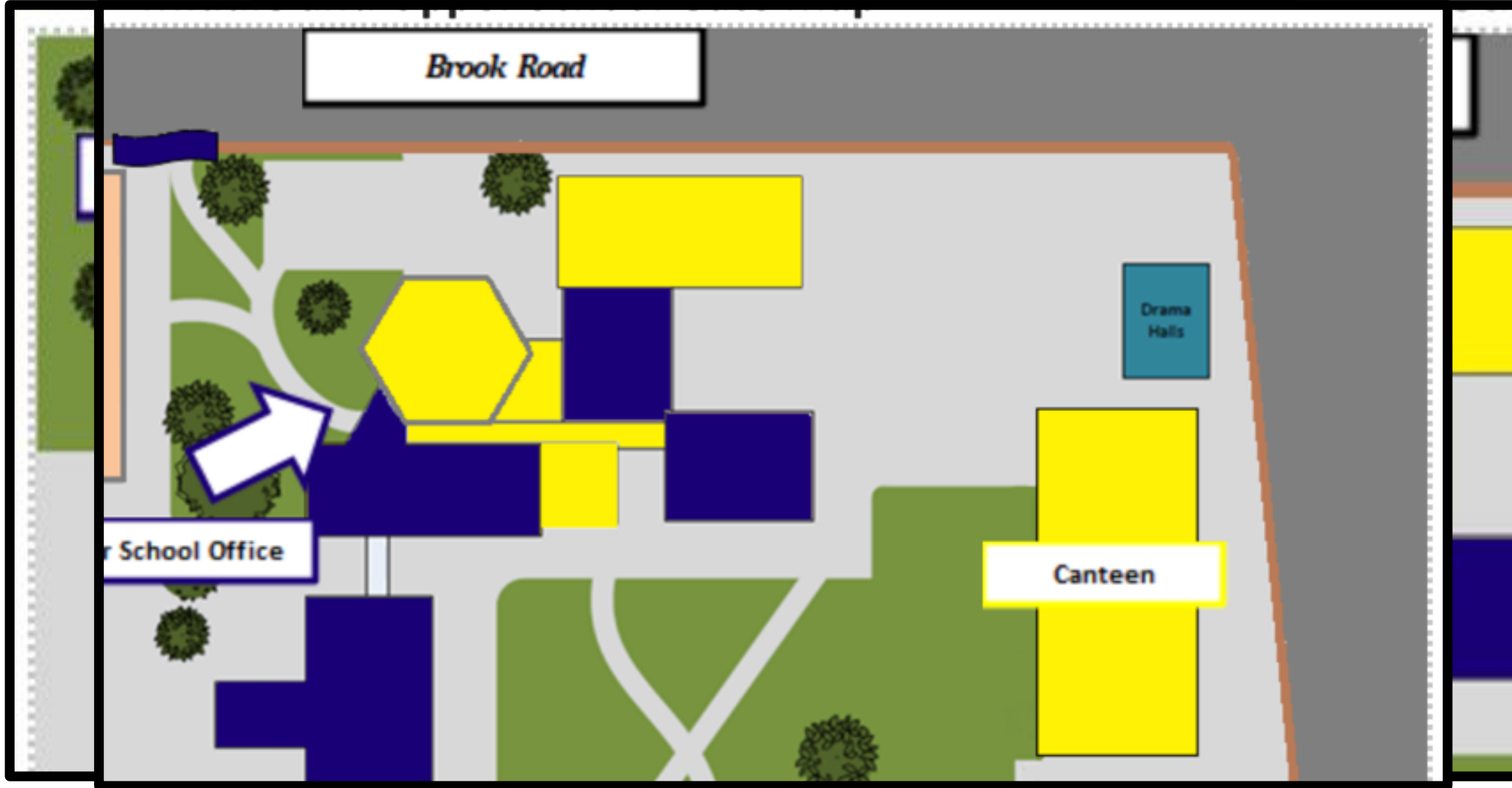
Time	Session
08:35 - 08:55	Morning Tutor
08:55 - 09:55	Lesson 1
09:55 - 10:55	Lesson 2
10:55 - 11:10	Break
11:10 - 12:10	Lesson 3
12:10 - 13:10	Lesson 4
13:10 - 13:45	Lunch
13:45 - 14:45	Lesson 5
14:45 - 15:10	Afternoon Tutor



- **AM Tutor 8:35 - 8:55**  
Setting up for the day. Students uniform, homework and equipment will be checked. Students are required to bring a pen, pencil, rubber and ruler as a minimum each day.
- **PM Tutor 14:45 - 15:10**  
British Values and PSHE based activities



# 6. Our Day



# 7. Expectations | Around the Academy



## Consequences System



### Recognise:

- Be 'Ready to Learn'.
- Follow your teacher's instructions during the lesson.
- Work to the best of your ability.

1

### Remind:

- **1<sup>st</sup> Warning** - your teacher will remind you of our expectations.

2

### Refocus:

- **2<sup>nd</sup> Warning** - a conversation with your teacher about your behaviour, **logged on PARS**.
- You may be asked to refocus outside the room.
- You might be asked to move seats.

3

### Remove and Reflect:

- **3<sup>rd</sup> Warning** - you will be asked to leave the classroom and go to the **reflection room**.
- You will **lose 20 minutes of social time**.
- **Phone call home**.

### Right Place, Right Time:

- Students who are out of lessons **without permission** will be sent to the **reflection room**, **lose 20 minutes of social time** and a **phone call home** will be made.
- Serious or dangerous behaviour will result in a straight removal and reflection.
- An **unsuccessful reflection** will result in a day of **rebuild**.

Work Hard | Be Kind



# 7. Expectations | Around the Academy



## Consequences System



### Recognise:

- Be 'Ready to Learn'.
- Follow your teacher's instructions during the lesson.
- Work to the best of your ability.

1

### Remind:

- **1<sup>st</sup> Warning** - your teacher will remind you of our expectations.

2

### Refocus:

- **2<sup>nd</sup> Warning** - a conversation with your teacher about your behaviour, **logged on PARS**.
- You may be asked to refocus outside the room.
- You might be asked to move seats.

3

### Remove and Reflect:

- **3<sup>rd</sup> Warning** - you will be asked to leave the classroom and go to the **reflection room**.
- You will **lose 20 minutes of social time**.
- **Phone call home**.

### Right Place, Right Time:

- Students who are out of lessons **without permission** will be sent to the **reflection room**, **lose 20 minutes of social time** and a **phone call home** will be made.
- Serious or dangerous behaviour will result in a straight removal and reflection.
- An **unsuccessful reflection** will result in a day of **rebuild**.

Work Hard | Be Kind



# 7. Expectations | Around the Academy



## Consequences System



### Recognise:

- Be 'Ready to Learn'.
- Follow your teacher's instructions during the lesson.
- Work to the best of your ability.

1

### Remind:

- **1<sup>st</sup> Warning** - your teacher will remind you of our expectations.

2

### Refocus:

- **2<sup>nd</sup> Warning** - a conversation with your teacher about your behaviour, **logged on PARS**.
- You may be asked to refocus outside the room.
- You might be asked to move seats.

3

### Remove and Reflect:

- **3<sup>rd</sup> Warning** - you will be asked to leave the classroom and go to the **reflection room**.
- You will **lose 20 minutes of social time**.
- **Phone call home**.

### Right Place, Right Time:

- Students who are out of lessons **without permission** will be sent to the **reflection room**, **lose 20 minutes of social time** and a **phone call home** will be made.
- Serious or dangerous behaviour will result in a straight removal and reflection.
- An **unsuccessful reflection** will result in a day of **rebuild**.

Work Hard | Be Kind



# 7. Expectations | Around the Academy



## Consequences System



### Recognise:

- Be 'Ready to Learn'.
- Follow your teacher's instructions during the lesson.
- Work to the best of your ability.

1

### Remind:

- **1<sup>st</sup> Warning** - your teacher will remind you of our expectations.

2

### Refocus:

- **2<sup>nd</sup> Warning** - a conversation with your teacher about your behaviour, **logged on PARS**.
- You may be asked to refocus outside the room.
- You might be asked to move seats.

3

### Remove and Reflect:

- **3<sup>rd</sup> Warning** - you will be asked to leave the classroom and go to the **reflection room**.
- You will **lose 20 minutes of social time**.
- **Phone call home**.

### Right Place, Right Time:

- Students who are out of lessons **without permission** will be sent to the **reflection room**, **lose 20 minutes of social time** and a **phone call home** will be made.
- Serious or dangerous behaviour will result in a straight removal and reflection.
- An **unsuccessful reflection** will result in a day of **rebuild**.

Work Hard | Be Kind

## BEHAVIOUR SANCTIONS

- Failure to meet expectations will result in students remaining in the academy until 3:30pm.
- Failure to follow the rules of Reflection will result in students working in isolation and repeating a full day in Reflection before they can return to lessons.
- More than one visit to Reflection in a day will result in students staying in the academy until 4pm that same day.
- Damage to academy will property will result in a bill for repairs / replacement.
- If a student is excluded, they cannot return to normal lessons until a reintegration meeting with a parent has been completed.

# 8. Rewards



Term	Reward	Student Numbers	Criteria
1	Rewards Break	Year 9, 10, 11 Zero Heros	95%+ Attendance 0 Negatives
	Film and snacks	Top 30 / year group	Across term 1 30+ Positives No more than 5 negatives
2	Rewards Break	Year 9, 10, 11 Zero Heros	95%+ Attendance 0 Negatives
	Ice Skating Planet Ice, Cribbs Causeway	Top 30 / year group	Across term 2 30+ Positives No more than 5 negatives
3	Rewards Break	Year 9, 10, 11 Zero Heros	95%+ Attendance 0 Negatives
	Board games and pizza	Top 30 / year group	Across term 3 30+ Positives No more than 5 negatives
4	Rewards Break	Year 9, 10, 11 Zero Heros	95%+ Attendance 0 Negatives
	Bowling Hollywood Bowl, Longwell Green	Top 30 / year group	Across term 4 30+ Positives No more than 5 negatives
5	Rewards Break	Year 9, 10, 11 Zero Heros	95%+ Attendance 0 Negatives
	Sports and picnic	Top 30 / year group	Across term 5 30+ Positives No more than 5 negatives
6	Rewards Break	Year 9 and 10 Zero Heros	95%+ Attendance 0 Negatives
	Thorpe Park Thorpe Park, London	Top 50 / year group	Across the whole academic year 200+ net positives

- Rewards 1, 3 and 5 are funded by the academy
- \* Rewards 2, 4 and 6 are funded by families, subsidized by the academy.

# 9. Uniform



## Jewellery

- Maximum of one earring stud in each ear
- Maximum of one ring on each hand
- Maximum of one nose stud can be worn
- Excess jewellery will be removed and handed in to reception, where it can be collected by the student at the end of the school day.

**Uniform will be checked by all staff at the start of every lesson**

# 10. Absolute non-negotiables





# 11. Meet the Tutor

**9.1**

Lalaine Hales

[Lalaine.hales@clf.uk](mailto:Lalaine.hales@clf.uk)

**9.2**

Kelly Xiao

[Kelly.xiao@clf.uk](mailto:Kelly.xiao@clf.uk)

**9.3**

Billy McGregor

[Billy.mcgregor@clf.uk](mailto:Billy.mcgregor@clf.uk)

**9.4**

Robyn Harrold

[Robyn.harrold@clf.uk](mailto:Robyn.harrold@clf.uk)

**9.5**

Rob Bundock

[Robert.bundock@clf.uk](mailto:Robert.bundock@clf.uk)

**Yr9 SLT Link**

Phil Spring

[Phil.spring@clf.uk](mailto:Phil.spring@clf.uk)

Associate Assistant Principal

SCREEN

**9.1**  
Lalaine  
Hales

**HoY**  
Alex  
Heath

**9.2**  
Kelly  
Xiao

**9.3**  
Billy  
McGregor

**9.5**  
Rob  
Bundock

**9.4**  
Robyn  
Harrold

