

15 July 2020  
KOn/rmy

Dear Parents/Carers

As we move towards the summer holidays, our attention is focusing on plans for returning in September. Following the government update on 2 July 2020, we have been creating plans and risk assessments to ensure that we are in a position to open the Academy to all children from Reception → Year 11 in September.

Children in the Primary Phase (Y1-5) will return to school on Thursday 3 September. Children in Year R will be following their induction schedule as previously communicated.

Throughout the preparation process we have worked closely with experts within our trust (Cabot Learning Federation) and received local guidance from South Gloucestershire Council. The plans which I outline below were ratified by the CLF Health and Safety Team and Board of Trustees on Monday 13 July.

As you can imagine, there is a lot of information to share. For ease of reading I have divided the letter into categories that outline the main plans for September. We have also produced a FAQs sheet that I hope will answer more specific questions.

1. Attendance
2. Structure of the academy day
3. Uniform
4. Personal Health & Safety
5. Behaviour

## 1. Attendance

You will be aware that **from 1 September 2020, attendance returns to being a mandatory requirement.** It is essential that we work together to ensure that your child attends King's Oak Academy each day so that we can return to 'normal' face to face education. Our teachers are aware that many children have been learning from home for a long period of time, and in a variety of different environments and that there might be some gaps in children's knowledge/understanding of key topics. Our teachers have made plans so that we can support all children, no matter at what stage of learning they are; we must aim for all children to be in school every day so that we can support them to recover learning and make progress.

If you have any questions regarding attendance expectations or your child is concerned/anxious about returning to school, please do not hesitate to contact us.

## Structure of the Primary Academy Day

In order to deliver a high-quality education for all children and ensuring that we minimise the risk of transmitting COVID-19 we have made some amendments to the timings and structure of the Academy day. The following sections contain lots of information about the changes we will be bringing in. At the end of this section you will find a table that summarises the key points.

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### a) Staggered arrival/departure times and locations

Wherever possible we will keep children together in year group bubbles. For this reason, we have created **separate entrance and exit points** for children to use (Table 1). **Children will be welcomed onto the Academy site at specific times and asked to go to their class door.**

YR, Y1, Y2	EYFS/KS1 Gate
Y3, 4, 5	KS2 Gate

	Year R	Year 1	Year 2	Year 3	Year 4	Year 5
Drop off	0830	0845	0900	0830	0845	0900
Collection	1445	1500	1515	1445	1500	1515

**From 1 September 2020**, to reduce traffic congestion, improve pedestrian safety and encourage more students to walk/cycle to school, Brook Road will also be closed to all vehicles at the start and end of the school day (except local authority vehicles and Brook Road residents). We will write to you at the end of August to confirm the South Gloucestershire Council agreed road closure times. If you intend to drive your child to school, we suggest that during the summer holiday you discuss and agree with your child where the safe drop off/collection point will be.

### Break / Lunchtime Provision

All children will spend their break time in their 'year group bubbles' (Table 1). Breaks and lunchtimes will be staggered to ensure each year group has sole use of the outdoor space.

	1130 – 1230	1200 – 1300	1230 -1330
KS1 playground	Year R	Year 1	Year 2
KS2 playground	Year 3	Year 4	Year 5

At lunchtime, **we will deliver hot/cold grab bag lunches to each year group location** for children who receive Free School Meals or have booked\* a school lunch. If your child does not want to eat a school lunch they can bring a packed lunch.

*\*In August we will write to you again to outline how you can pre-book school lunches.*

### b) Lesson structure and groups

Children will follow a normal timetable each day. They will have a consistent teaching team consisting of the year group teachers, teaching partners and lunchtime supervisors. Our pastoral lead (Mrs Baker) and the deputy primary phase leader (Miss Franklin) will supplement this support in Year 3, 4 and 5 where there are less teaching partners.

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**c) Classroom hygiene routines**

At the start of the day/each session, children will be asked to:

- Clean their hands (using hand gel or soap/warm water – location dependent)
- Place their stationery wallet and water bottles on their table.
- Hang up their coat and bag on their peg
- Adults will operate a 'clean as we go' routine to regularly sanitise tables and touch points

At the end of each day/session, children will be asked to:

- Support the teacher in our 'clean as you go' routines
  - Hygiene stations will be available in each classroom
- Wash their hands

**d) Movement in the building**

Children will be supported to follow clearly signposted one-way systems to move across the primary site to the toilets.

**Toilets**

To minimise the mixing of children, the following toilets are allocated to each year group and there will be designated toilets labelled for each year group.

Year	Location	Year	
YR	YR toilets	Y3	Central toilets
Y1	Central toilets	Y4	Hall toilets
Y2	Central toilets	Y5	Hall toilets

**e) Specialist equipment subjects**

All subjects that use specialist equipment (e.g. PE, Music, Art, DT, Science etc) will not share equipment between bubbles. If equipment needs to be rotated it will be quarantined for a minimum of 48 hours.

**f) Assemblies**

Until further notice, assemblies will take virtually through Microsoft Teams.

**g) Extra-Curricular Activities /Trips**

To ensure that children have opportunities to re-engage with their friends, we will be running extra-curricular clubs from 21 September. To minimise mixing of children, all clubs will be run in year group bubbles. On 14 September more details will be sent to you to outline how your child can book to participate in specific clubs/events.

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#### h) Teddy Bears Wrap Around Care

To support working families, Teddy Bears will be able to offer extended provision again from Thursday 3 September. To minimise mixing of children, the bubbles will be small and consistent. The provision will be in the school hall and in line with the Academy risk assessment.

Teddy Bears would like to start planning for September:

Please contact [teddybearschildcare@virginmedia.com](mailto:teddybearschildcare@virginmedia.com) if you require any breakfast or afterschool childcare, this will be at the usual £2.25 per half hour.

At the time of writing this letter, please see below for our academy status on trips:

- UK based trips/off-site activities: King's Oak Academy will not book any off-site trips/visits in Terms 1 and 2. This will be re-reviewed in October 2020 for Term 3.
- Sports Fixtures: King's Oak Academy will not participate in multi-academy sports fixtures in Terms 1 and 2. This will be re-reviewed in October 2020 for Term 3 events.

#### i) Table 1: Summary of KOA 2020-21 Academy Day Structure

	Year R	Year 1	Year 2	Year 3	Year 4	Year 5
Breakfast Club	0745 – 0830	0745 – 0830	0745 – 0830	0745 – 0830	0745 – 0830	0745 – 0830
Arrival time	0830 KS1 Gate	0845 KS1 Gate	0900 KS1 Gate	0830 KS2 Gate	0845 KS2 Gate	0900 KS2 Gate
Check in & morning reading	0830 – 0900	0845 – 0915	0900 - 0930	0830 – 0900	0845 – 0915	0900 – 0930
Session 1	0900 – 1000	0915 – 1015	0930 - 1030	0900 – 1000	0915 – 1015	0930 – 1030
Break	1000 – 1015 (EYFS area)	1015 – 1030 (KS1 area)	1030 – 1045 (KS1 area)	1000 – 1015 (KS2 area)	1015 – 1030 (KS2 area)	1030 – 1045 (KS2 area)
Session 2	1015 – 1130	1030 – 1200	1045 – 1230	1015 – 1130	1030 – 1200	1045 – 1230
Lunch	1130 – 1230	1200 – 1300	1230 – 1330	1130 – 1230	1200 – 1300	1230 – 1330
Session 3	1230 – 1330	1300 – 1330	-	1230-1330	1300 – 1330	-
Virtual Assembly	1330	1330	1330	1330	1330	1330

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Session 3/4	1330 – 1445	1330 - 1500	1330 – 1515	1330 – 1445	1330 - 1500	1330 – 1515
End of day	1445	1500	1515	1445	1500	1515
After school club	1500 – 1745	1500 – 1745	1515 – 1745	1500 – 1745	1500 – 1745	1515 – 1745
Toilets	EYFS (3)	Central (6)	Central (5)	Central (5)	Hall (3)	Hall (3)

## 2. Uniform

Change of uniform: Please be assured that 2020-21 is a transitional year and you will not be expected to purchase new uniform unless it is required. When your child needs new uniform please follow the guidance below. This will ensure that our uniform supplier does not have surplus, wasted stock.

DfE guidance states “**uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal**”. From September 2020 (and until further notice) the Academy uniform is:

Year R, 1, 2	Year 3, 4, 5
<ul style="list-style-type: none"> <li>• KOA jumper (purple)</li> <li>• Jade KOA polo shirt</li> <li>• Plain black trousers or shorts or plain black knee length skirt</li> <li>• Plain black leather shoes**</li> <li>• Plain white/black socks or black tights</li> <li>• Green summer dress</li> <li>• KOA book bag</li> </ul> <p><b>Optional</b></p> <ul style="list-style-type: none"> <li>• KOA waterproof fleece</li> </ul> <p><b>Recommended outdoor wear:</b> Weatherproof coat</p> <ul style="list-style-type: none"> <li>• no denim/leather/hooded tops</li> </ul>	<ul style="list-style-type: none"> <li>• KOA jumper (navy) or smart navy jumper from alternative supplier</li> <li>• Jade KOA polo shirt</li> <li>• Plain black trousers or shorts or plain black knee length skirt</li> <li>• Plain black leather shoes**</li> <li>• Plain white/ black socks or black tights</li> <li>• Green summer dress</li> <li>• KOA book bag</li> </ul> <p><b>Optional</b></p> <ul style="list-style-type: none"> <li>• KOA waterproof fleece</li> </ul> <p><b>Recommended outdoor wear:</b> Weatherproof coat</p> <ul style="list-style-type: none"> <li>• no denim/leather/hooded tops</li> </ul>

Please avoid back packs. Space is limited and the children only need to bring books, home learning, packed lunch and drink.

\*\* Black trainers are suitable but must have a flat sole, black laces and no visible logo, patterns or variations in colour at all

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## PE Clothing

Children will be expected to attend school in their PE kit on days that they are timetabled to receive PE lessons.

Children are expected to wear the following PE kit:

Core PE Kit	Additional items for PE bag – kept in school
<ul style="list-style-type: none"> <li>• Trainers (NO Canvas/Daps, Vans, Converse).               <ul style="list-style-type: none"> <li>○ Any colour trainers should have non marking soles</li> </ul> </li> <li>• KOA royal blue and white PE polo shirt</li> <li>• Black shorts or skort</li> <li>• Black jogging bottoms (winter)</li> <li>• White sports socks</li> <li>• KOA PE hoodie or navy blue hoodie from alternative supplier</li> </ul>	<ul style="list-style-type: none"> <li>• Daps for indoor PE</li> <li>• Change of clothes (accidents)</li> </ul>

Our clothing supplier is Initially Yours and the team are happy to help you with uniform purchases/enquiries.

## Equipment

It is important that children and staff avoid sharing equipment/stationery. With this in mind, we will be providing every child with an individual wallet that contains all the stationery they will require. Please do not send pencil cases.

### 3. Personal Health and Safety

The Department for Education has given detailed guidance on how children can keep safe in schools. In a similar way to how you and your family have been keeping safe throughout the lockdown we will be asking children to:

- Enter/exit the Academy at the correct time through the designated gates
- Wash their hands regularly using warm, soapy water.
  - In particular, on arrival, at the start of session, before and after break and lunchtime.
- Follow the one way systems
- Maintain 2m social distancing routines whenever possible
- Adopt a 'clean as you go' routine to help ensure that classrooms are kept clean for all children throughout the day.
- Remember to use a tissue to 'catch it, bin it, kill it' if you need to sneeze and/or cough into your elbow and away from others.

**Children will not be expected to wear Personal, Protective Equipment (PPE) whilst on the Academy site (e.g. face masks/gloves).** However, if your child travels to/from the Academy using public transport, the current guidance advises that individuals wear face masks and we would recommend that they should follow this, until further guidance is issued.

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**If your child has, or is showing symptoms of COVID-19** (a new continuous cough, or a high temperature, or a loss of or change in their normal sense of taste or smell - anosmia), or have someone in your household who is, your child should not attend King's Oak Academy. They should remain at home, in line with the guidance for households with possible coronavirus infection. If they have symptoms, you should arrange to have a test to check if you have coronavirus (COVID-19).

If this is the case, please **contact King's Oak Academy immediately** so that we can support your family and put appropriate health and safety measures in place to keep others safe.

#### **4. Behaviour during the academy day**

Whilst we are delighted to welcome all of our children 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 children are able to access a high quality education and pastoral care we have updated our behaviour systems to include specific adjustments that are associated with the COVID-19 pandemic. The children are becoming very familiar with our new gem 'opal' to help them remember the rules about keeping themselves and others safe in these times.

During your child's return to school induction day in September we will explain the changes to them.

Thank you for reading this letter – it is a real sign of the times that there is so much important information to share. Although it is likely that the Academy will look and feel quite different to how it was when your child left the school on 23 March, I hope that this letter provides you with an assurance that we will do our utmost to ensure that all children will be safely welcomed back to the Academy so that they can continue to receive their usual broad and balanced curriculum, as well as accessing any extra support that they might need.

On Friday I will write to you again through our Academy newsletter where we will look back on lots of the positive events that have taken place throughout the year, say goodbye to members of staff who are moving on to new opportunities and welcome new members of staff who will be joining us in September.

Thank you for your continued support and please do keep in touch or let us know if we can do anything further to support you and your family.

Kind regards



Katherine Ogden  
Principal



Jo Thorn  
Assistant Principal

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