

28 August 2020

KON/cmg

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 that the level of COVID-19 circulating in the wider population has decreased sufficiently to be able to welcome all students back to school in September. 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 next week.

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. For many of our children, next week will also be their first time returning to on-site schooling since 23 March. Whatever your circumstances we want next year to be a time of renewing learning, creating new relationships, 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 welcome them in September we have arranged a staggered induction session for each year group on 3 Thursday September and Friday 4 September at the following times:

Date:	Year 7	Year 8	Year 9	Year 10	Year 11
Tue 1 st Sept	INSET DAY – SCHOOL CLOSED FOR STUDENTS				
Wed 2 nd Sept	INSET DAY – SCHOOL CLOSED FOR STUDENTS				
Thurs 3 rd Sept	Students in school all day 8:30 a.m. – 3:10 p.m.	Students not in school today	Morning only 9 a.m. – 10:50 a.m.	Students not in school today	Afternoon only 1 p.m. – 3 p.m.
Fri 4 th Sept	Students in school all day 8:30 a.m. – 3:10 p.m.	Morning only 9 a.m. – 10:50 a.m.	Students not in school today	Afternoon only 1 p.m. – 3 p.m.	Students not in school today

To ensure that you and your child are appropriately prepared for the induction sessions, please see below for a summary of the essential start of term information. Our academy will be open for Staff Training on Tuesday 1 September and Wednesday 2 September therefore if you have any further questions please email either:

KOA.office@clf.uk or koaheadsofhouse@clf.uk. Our administration/pastoral teams will endeavour to respond to your enquiry within 24 hours.

Thank you for reading this letter. Although the academy will look and feel quite different, our staff are prepared and looking forward to welcoming your child into King's Oak next week. 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



Associate Principal

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ASSOCIATE PRINCIPAL: MISS K OGDEN CEO: MR STEVE TAYLOR | BROOK ROAD, KINGSWOOD, BRISTOL BS15 4JT
TEL: 0117 9927127 EMAIL: KOA.PRINCIPAL@CLF.UK | WWW.KINGSOAKACADEMY.ORG.UK

September Student Induction Week Information

For additional information please refer to KOA September Re-Opening Letter (15 July 2020) which is stored on the academy website.

a. Arrival / Departure Gates and Times

In 2020-21, wherever possible, we will keep students together in year group bubbles. For this reason we have created separate entrance and exit points for students to use. The Senior Team, Raising Achievement Leaders and Heads of House will be present at each location to ensure that your child uses the appropriate entry/exit point that is listed below.

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.

	Year 7	Year 8	Year 9	Year 10	Year 11
Entrance / Exit	Brook Road Upper Playground Gate	Brook Road Federation House Gate	Brook Road Upper Playground Gate	Brook Road Rear Car Park Gate	Brook Road Federation House Gate
AM Gate Opening Time	0820 - 0830	0850 - 0900	0850 - 0900	1250 - 1300	1250 - 1300
PM Gate Opening Time	1510 - 1520	1050 - 1100	1050 - 1100	1500 - 1510	1500 - 1510

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.

The road closure times will be between 0825 – 0850 and 1500 – 1530. 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.

b. Break / Lunchtime Provision

All students will spend their social time in their 'year group bubbles'. Each year group has their own indoor & outdoor social space.

	Year 7	Year 8	Year 9	Year 10	Year 11
Break/Lunch Indoor Space	Gym 2	Gym 1	Ground Floor C Block	Rear Canteen	Hexagon
Break/Lunch Outdoor Space	Court 2	Court 1	Lower Playground	Upper Playground	Court 3

During the induction week, please could Year 7 students bring a packed lunch and water bottle to school, unless they receive Free School Meals.

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From Monday 7 September we would recommend students to 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 grab bag lunch (hot and cold options available) 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 who receive free school meals*
- **The deadline to pre-order food for the following week will be Friday at 1.30 pm.**
- The grab bag meals will be delivered directly to the indoor lunch space location for your child to collect each day.

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.

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.

c. Student Timetables/Planners

During your child's induction sessions they will receive their 2020-21 timetable and homework planner.

d. Uniform:

Please ensure that your child is wearing the KOA Uniform (outlined below) to their respective induction sessions.

Phase 3 (Years 7-9)	Key Stage 4 (Years 10 & 11)
<ul style="list-style-type: none"> KOA jumper White collared shirt Plain black trousers (no jeans/chinos) or plain black knee length skirt Plain black leather shoes** Plain black socks <p>Recommended outdoor wear: Weatherproof coat</p> <ul style="list-style-type: none"> no denim/leather/hooded tops 	<ul style="list-style-type: none"> KOA jumper Pale blue collared shirt Plain black trousers (no jeans/chinos) or plain black knee length skirt Plain black leather shoes** Plain black socks <p>Recommended outdoor wear: Weatherproof coat</p> <ul style="list-style-type: none"> no denim/leather/hooded tops

Please note that school ties are not required to be worn until further notice.

** 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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e. 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.

Pencil case containing:	
Pencil x 2	Highlighter
Pen x 2	Ruler & Protractor
Rubber	Scientific Calculator
Sharpener	

f. Classroom hygiene routines

At the start of each lesson, students will be asked to:

- Clean their hands (using hand gel or soap/warm water – location dependent)
- Sit in their allocated seat (tables will be positioned in rows)
- Place their pencil case and exercise book on their desk
- Remove coats and place their bag underneath the desk

At the end of each lesson, students will be asked to:

- Support the teacher in our 'clean as you go' routines to clean their desk, chair and equipment used during the lesson
 - Sanitising spray/wipes will be available in each classroom
- Clean their hands
- Leave the class (row by row) in a calm, orderly manner.
 - Teachers will monitor the corridor to ensure that exit routes are not congested

g. Movement between lessons

In nearly all cases, teachers will teach from a consistent classroom and they will be responsible for maintaining strong hygiene/health and safety routines in their classroom. **Students will be required to follow clearly signposted one-way systems to move across the academy site.** Teachers, Heads of House and the Extended Leadership Team will be present between lessons to ensure that all students are moving between lessons in a safe, socially distanced manner.

h. Behaviour during the academy day

Whilst we are 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 behaviour 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 the changes to them, however for reference, please refer to the academy website from 7 September for more details on our behaviour policy.

i. Personal Health and Safety

The Department for Education has given detailed [guidance](#) on how students 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 students to:

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- 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 lessons, before and after break and lunchtime.
- Follow the one way systems and avoid gathering in large groups
- Maintain 2m social distancing routines when socialising at break/lunch
- Adopt a 'clean as you go' routine to help ensure that classrooms are kept clean for all students 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.

Following the most recent government update regarding face coverings in schools (25 August 2020) we currently advise that unless King's Oak Academy is entered into a local lockdown, face coverings are not 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.

If your child travels to/from the academy using public transport, the current guidance advises that individuals wear face coverings and we would recommend that they should follow this, until further guidance is issued.

We would also recommend that if your child does intend to wear a face covering in corridors or when travelling to and from school, you ensure they have a plastic, zip locked bag so that they can store the covering when they enter classrooms. It would also be helpful to remind your child how face coverings should be worn. The images below are helpful reminders of how not to use a face covering:

How NOT to wear your face covering or mask

DO NOT
use if damaged or damp



DO NOT
wear it around chin



DO NOT
touch front of mask



DO NOT
share your mask



DO NOT
wear loose-fitting masks



DO NOT
pull away from face to speak



If your child has, or is showing symptoms of COVID-19 (a new continuous cough, or 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](#)

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[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.

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