

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 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 start and collection times for each year group:

	Year 1	Year 2	Year 3	Year 4	Year 5
Drop off	8.45 am	9.00 am	8.30 am	8.45 am	9.00 am
Gate	Upper	Upper	Lower	Lower	Lower
Collection	2.55 pm	3.10 pm	2.40 pm	2.55 pm	3.10 pm

To ensure that you and your child are appropriately prepared for returning to school, please see below 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.primary@clf.uk or nicola.baker@clf.uk and our administration/pastoral team 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



Primary Phase Leader

WORK HARD, BE KIND

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September Student Induction Information

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

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 their 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 your child's teacher. Members of staff will be responding to emails from 1 September.

2. Structure of the Academy Day

In order to deliver a high-quality education for all students 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.

a. Staggered arrival/departure times and locations

One of the greatest risks identified by the government is the mixing of adults on the school site. As a result, we are following the advice from both the government and the local authority in putting in place a number of procedures and guidelines which we would ask parents and carers to strictly follow please.

- Please can we ask parents to adhere to the allocated times at all times - **siblings can be dropped off at the earliest time and collected at the latest time** but we would ask that you follow the instructions of the member of staff on the gate to maintain social distancing and prevent bubbles mixing.
- Hand sanitiser will be available on entry to the classrooms and site entrance. Please can everyone entering the site sanitise their hands on arrival.
- Parents/carers should enter via the main school entrance.
- Keep 2m apart from other families at all times when dropping children off.
- Only one adult should drop children to school, this again reduces the number of adults on the school site

We will be keeping children together in year group bubbles. For this reason, we have created **staggered entrance and exit times** for children. **Children will be welcomed onto the academy site at specific times and asked to go to their classrooms straightaway**. It is important you should not congregate in large groups outside the academy and if they need to wait they should line up using the queuing system floor markers. If your child is confident to say goodbye at the gate we would encourage you to do this. This will ensure that they are able to enter the academy in a safe, socially distanced manner and allow members of the public to continue to use the pavements surrounding the academy safely.

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Staggered drop-off and pick-up times are in place to spread out the arrival and departure of children, parents and carers.

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.**

Unfortunately, parents will not be able to drop into the school office, or into the classroom for a conversation with the office staff or teacher at the beginning or end of the school day. Please instead call, or e-mail the office and through them, arrange a time to meet with your child's class teacher.

b. Break/Lunchtime Provision

All children will spend their lunch time in their 'year group bubbles' Each year group has their time to use the playgrounds, and lunch will be eaten in classrooms.

At lunchtime, **we will deliver hot/cold grab bag lunches to each bubble** 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 should bring a packed lunch and bottle of water.

c. Classroom hygiene routines

At the start of each day and regularly throughout the day, children will be asked to:

- Clean their hands (using hand gel or soap/warm water)
- Sit in their allocated seat
- Place their pencil case and water bottle on their desk.

At the end of each session/day, children (age dependent) may be asked to:

- Support the adults 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

d. Toilets

To minimise the mixing of students, specific toilets have been allocated to each year group.

e. Specialist equipment subjects

All subjects that use specialist equipment (e.g. PE, Music, Art, DT, Science etc) plans have been written to ensure teachers can deliver the curriculum safely. This has resulted in changes to normal teaching practice/content. If there is a specific subject that you would like more information on how lessons will be taught in a safe manner, please email koa.office@clf.uk

f. Assemblies

Until further notice, assemblies will take place virtually and delivered in your child's classroom.

g. Extra-Curricular Activities /Trips

To ensure that students 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. More details will be sent to you to outline how your child can book to participate in specific clubs/events.

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

- There will be no overseas trips in 2020-21.
- UK based trips/off-site activities: King's Oak Academy will not book any off-site trips/visits during 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 during Terms 1 and 2. This will be re-reviewed in October 2020 for Term 3 events.

	EYFS	Year 1	Year 2	Year 3	Year 4	Year 5
Drop off	8.30 am	8.45 am	9 am	8.30 am	8.45 am	9.00 am
Gate	Upper	Upper	Upper	Upper		
Playtime 1	10 am	10.20 am	10.10 am	10 am	10.20 am	10.10 am
Lunchtime	11.30 am - 12.30 pm	12 noon – 1pm	12.30 pm – 1.30 pm	11.30 am– 12.30 pm	12 noon – 1 pm	12.30 pm – 1.30 pm
Toilets	EYFS (3)	Central (6)	Central (5)	Central (5)	Hall (3)	Hall (3)
Collection	2.40 pm	2.55 pm	3.10 pm	2.40 pm	2.55 pm	3.10 pm

What to Bring

We are asking that children bring as little as possible to school each day to minimise the potential risk of transmission to and from school. Children should bring a small bag (eg backpack) to school containing: -

Packed lunch (if they are having one)

2 cleaned and named water bottles (one for lunch, one for during the day)

Raincoat, should the weather require it

Sunscreen if weather requires it

Reading book in book bag

Children should wear **full school uniform** each day and ensure that is washed regularly. As per the guidelines, children should not change in school for PE and bring PE kits to and from school. Please continue to send your child into school in their PE kit on the correct day (a timetable will follow shortly). During Term 1, we are hoping that most of our PE will be outside and we will be encouraging staff to take the opportunity of good weather to use the outdoors more often than we might normally would.

Breakfast and After School Club

Breakfast club will be open from 7:30am from Thursday 3rd September. After school club will run until 5.45pm. Children will be grouped into smaller 'bubbles' to enable track and trace. Breakfast Club will be held in the school hall and we ask all parents to walk their child(ren) to the main school office entrance, where a member of the Breakfast Club staff will be available to welcome your children into their "bubble". Children will be collected in the same way.

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Curriculum and pastoral support

Towards the end of the summer, we worked together as a trust to design a curriculum approach for the autumn term which would support our children through the transition back into school. Our approach is based on five levers and the same principles were really successfully used with Reception and Year 1 children when they returned in June.

The underpinning principles to our approach are:

- **Relationships:** Reconnect with friends, with their school and with school routines and expectations
- **Community and Space:** Respond to themselves, their emotions and feelings and to the world around
- **Transparent curriculum and learning behaviours:** Re-establish foundations – identifying learning gaps and addressing them, supporting any catchup required

We have chosen the question of 'Who am I?' to begin Term 1. As part of this, we will be learning from people who have lived through times of challenge and change and brought hope to their communities. We have been busy understanding the core elements that have been missed from last academic year and ensuring those skills are implemented into Term 1.

Our staff will be here in September ready to welcome our children back, with a motivating curriculum and most importantly, a smile and welcoming approach for all our children. We cannot wait to have you all back!

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