

09 July 2020
KOn/sbt

Dear Parents/Carers

I hope that you are keeping well and managing to continue to find a way forward in this next phase of the lockdown. I know it has been a challenging period for all of us, balancing home schooling and working from home, together with many unknowns that we all have had to navigate.

I wanted to write to you with some details of our planning timeline for the all-through September opening arrangements. In light of the most recent Department for Education guidance document, which outlined how schools across the country can work towards fully opening, we are making final plans to ensure that we are able to **start the new academic year safely and deliver a high quality, balanced curriculum for all students.**

With this in mind, so that we are able to prepare staff and students for a **safe return** in September we have made some changes to the start of the new academic year.

The first week of the 2020-21 year will now be as follows:

Date	Details
Monday 31 August	Bank Holiday
Tuesday 1 September	INSET Day
Wednesday 2 September	Additional Staff Training Day - no students on site
Thursday 3 September	Induction Day – partial opening for students (<i>year groups confirmed wb. 13 July</i>)
Friday 4 September	Induction Day – partial opening for students (<i>year groups confirmed wb. 13 July</i>)
Monday 7 September	Wider Induction Day: All Students on site
Tuesday 8 September	Academy open and fully operational

The September opening arrangements have been made so that we can deliver **extensive health and safety training** to all staff and ensure that all **students are appropriately inducted** into the academy in a way that will support their physical and mental well-being.

I will write to you again on Wednesday 15 July to **outline the full September opening arrangements and protective measures** that we will be taking so that you can talk through the plans with your child/ren before we return in the new academic year.

If you have any questions or concerns regarding our September opening arrangements please email: koa.office@clf.uk or koaheadsofhouse@clf.uk.

TRUST RESPECT INSPIRE

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End of Term Reports

Traditionally at the end of each academic year your teachers write an end of term report that describes the progress your child has made throughout the year. In light of the on-going lockdown and alternative learning programmes we have in place we have made the decision to alter our reporting procedure.

As an alternative to sending a written end of term report, your Form Tutor will complete **two** detailed phone calls home. These phone calls will primarily be with your child, however you might wish to participate in the conversation as well. The conversation will focus on five key areas:

1. Student and family well-being
2. Reflection on working from home experiences & engagement in learning
3. Concerns or anxieties about returning to school in September
4. Transition back to school
5. Holiday plans

Throughout the phone conversations your tutor will be making notes that we will use to design an appropriate transition plan for your child. If you would like a copy of information that they have recorded, please ask them to send you a confirmation email at the end of your phone call.

When we return in September, we will complete a further round of **parent-tutor meetings**; either virtually or through a phone call. This will allow us to maintain an on-going dialogue with you so that we can continue to work together to support your child as they start the 2020-21 academic year.

New leadership roles for King's Oak staff

Finally, at this stage of the school year, we sadly have to say farewell to a number of staff. Next week, in our end of year newsletter we will be recognising and thanking our staff who are moving on to new opportunities in September. However, at this point in time I want to update you and congratulate seven members of staff who have recently secured new roles within the academy.

Year 7 Raising Achievement Lead	Mrs Marie-Anais
Year 8 Raising Achievement Lead	Mrs Holtby
Year 9 Raising Achievement Lead	Mrs Alam-Lloyd
Year 10 Raising Achievement Lead	Miss Pearch
Year 11 Raising Achievement Lead	Miss Burden
Head of Science	Mr Beebe
2nd in Maths	Miss Pender
Reading Intervention Lead	Mrs Gilardoni

Our new Raising Achievement Leaders will form an Extended Leadership Team in 2020-21 and they will work very closely with you and the Heads of House to ensure that your child/ren are appropriately supported from both an academic and well-being perspective next year.

The new roles will unfortunately mean that the members of staff will no longer serve as a Form Tutor, however they will be communicating with their tutor groups over the next few days to answer any questions their tutees might have and welcome the new form tutor to the group.

I am sure you echo our congratulations to the staff listed above. I am also very pleased to confirm that we have also been able to recruit some excellent new staff to our academy who will be starting with us in September.

I am sorry for the three-part nature of this letter and the likelihood that my next communication to you will be quite long – it is a real sign of the times that there is so much information to share. However, I hope that it is reassuring that **we will be welcoming all students back to school in September and we will be focusing on ensuring that all students receive a broad and balanced curriculum, as well as any extra support they might need.**

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

Yours sincerely



Katherine Ogden
Associate Principal

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