

Tuesday 31st August 2021

Dear Parents/Carers,

Re: Reminder: Start of Term Arrangements

I hope you've managed to have an enjoyable summer break with family and friends, with students now ready and energised to return to Oak when term starts in a few days.

This letter is to give a reminder of our key expectations and the start of term arrangements for each year group.

Operational Plan and Risk Assessment

Guidance has changed, making for a return to the "normal" education experience prior to the pandemic. Some restrictions and control measures do remain, in order to reduce the risk of infection transmission and we continue to have a detailed operational plan and risk assessment in place. Both will continue to be updated to reflect any local/national changes. Latest copies can be found on our website here: [Support during COVID-19 - Oak Academy \(oak-academy.co.uk\)](https://www.oak-academy.co.uk/support-during-covid-19)

Uniform

I hope that orders have arrived over the summer break and students are looking forward to returning in smart new uniform, academy bags, PE kit and shiny new shoes.

We will be monitoring uniform very closely to ensure our dress code is being followed, taking action where this is not the case – thank you in advance for your support in this matter.

A reminder of our dress code is here: [Academy Uniform - Oak Academy \(oak-academy.co.uk\)](https://www.oak-academy.co.uk/academy-uniform)

Mobile Phones

With raised expectations and a clear consequence when they are misused, students have quickly learnt to keep mobiles out of sight (and mind), particularly during lesson changeover. This has made such a positive difference to the running of the academy day – it's stopped arguments, placed a focus on learning, and generally helped some students reconnect with others in the real, physical world. These are all good things, and our policy will continue when we return in September.

Student Expectations

We have high expectations at Oak, and, despite the pandemic, will continue to work hard in upholding these expectations so that the quality of education and standards we believe in are maintained. Positive behaviour, a smart appearance and pride in the academy is now the norm across all year groups, with only a small number of students now requiring our support to make better choices.

Everyone has the right to learn without disruption and I make no apologies for taking a firm line on this – we've worked hard to raise standards, and these will remain when we come back in September.

Ofsted have rightly identified the benefits of a firm but fair approach, parental feedback indicates the same.

Oak Academy

Sian Thomas, BEd (Hons), CEO - AAT
Paul Holman, BSc (Hons), Director of Outcomes
Richard Burgas, BA(Hons), Principal

www.oak-academy.co.uk

E office@oak-academy.co.uk T 01202 774600
Duck Lane, Bournemouth. Dorset. BH11 9JJ

It's therefore important that all students return to Oak in September with correct uniform, appropriate equipment, including a water bottle, and the positive attitude required to be successful in the real world.

I know for many this will already be the case. Where it is not yet in place, do know that students will be supported through our policies to make necessary improvements to be the 'best they can be.'

Canteen Access

Our canteen will be open to all students at break and lunch – current guidelines have removed the need to maintain bubbles. We remain a cashless academy, so existing students will need to ensure accounts are credited before purchases can be made. **For our new Year 7**, you are advised to bring packed lunches for the first few days as we complete the registration process with you. If you are without food and need to purchase from the canteen, we will make a note of the amount spent and charge this to your account once it is set up.

Start of Term Arrangements

All students (where consent is given) will be given two LFD tests onsite, 3 days apart. Following these onsite tests, home testing kits will again be issued on a regular a basis.

All year groups will initially arrive on site for LFD test one only.

Year 7 and Year 11 will do this on Friday 3rd September.

Years 8, 9 and 10 will do this on Monday 6th September.

Term begins fully for Years 7 and 11 on Monday 6th September.

Term begins fully for Years 8, 9 and 10 on Tuesday 7th September.

Details of the day and session times for testing can be found at the end of this letter. All students completing testing have been contacted with a specific time within this session, which can be found here: [OA-Schedule-for-Mass-Testing-Letter-to-Parents.pdf \(oak-academy.co.uk\)](https://oak-academy.co.uk/oa-schedule-for-mass-testing-letter-to-parents.pdf)

In the meantime, I wish you a pleasant end to the summer break and look forward to welcoming all students back as we begin the autumn term and another academic year at Oak Academy.

Yours sincerely



Richard Burgas
Principal

Start of Autumn Term 2021 – Year 7

Friday 3rd September

<i>Time</i>	<i>Activity</i>	<i>Audience</i>	<i>Venue</i>
10.45 – 11.00	<i>Arrival</i>	<i>Year 7</i>	<i>Canteen</i>
11.00-12.30	LFD Test ONE <ul style="list-style-type: none"> • Students arrive using Main Entrance and proceed to the canteen for registration. • Students must stick to their given time slot. • Students leave the site once tested. • Students choosing not to test do not attend on this day. 	Year 7	Hall A
12.30	<i>End of Year 7 Testing – all Year 7 students offsite</i>		

Monday 6th September

<i>Time</i>	<i>Activity</i>	<i>Audience</i>	<i>Venue</i>
8.00-8.40	<i>Year 7 Arrival</i>	<i>All</i>	<i>Canteen</i>
8.40-9.10	Assembly (RBU and DTU) <ul style="list-style-type: none"> • Attendance and Behaviour – Expectations • Ready to Learn • T1 Student Focus 	Year 7	Hall B
9.10-11.10	Tutor Time <ul style="list-style-type: none"> • Planners, TTs, KOs - Expectations • Attendance and Behaviour – Expectations • Ready to Learn • T1 Student Focus • ParentPay registration 	Year 7	OA
11.10-11.30	Break		
11.30-12.30	Lesson 3 – Students follow their timetable	Year 7	OA
12.30-13.30	Lesson 4 – Students follow their timetable	Year 7	OA
13.30-14.00	Lunch		
14.00-15.00	Lesson 5 – Students follow their timetable	Year 7	OA
15.00	<i>End of Day</i>		

Start of Autumn Term 2021 – Year 11

Friday 3rd September

<i>Time</i>	<i>Activity</i>	<i>Audience</i>	<i>Venue</i>
12.15 – 12.30	<i>Arrival</i>	<i>Year 11</i>	<i>Canteen</i>
12.30-14.00	LFD Test ONE <ul style="list-style-type: none"> • Students arrive using Main Entrance and proceed to the canteen for registration. • Students must stick to their given time slot. • Students leave the site once tested. • Students choosing not to test do not attend on this day. 	Year 11	Hall A
14.00	<i>End of Year 11 Testing – all Year 11 students offsite</i>		

Monday 6th September

<i>Time</i>	<i>Activity</i>	<i>Audience</i>	<i>Venue</i>
8.00-8.40	<i>Year 11 Arrival</i>	<i>All</i>	<i>HSC Hub</i>
8.40-9.40	Tutor Time <ul style="list-style-type: none"> • Planners, TTs, KOs - Expectations • Attendance and Behaviour – Expectations • Ready to Learn • T1 Student Focus 	Year 11	OA
9.40-10.40	Lesson 2 – Students follow their timetable	Year 11	OA
10.40-11.10	Year 11 Assembly (RBU and RCU) <ul style="list-style-type: none"> • Attendance and Behaviour – Expectations • Ready to Learn • T1 Student Focus 	Year 11	Hall B
11.10-11.30	Break		
11.30-12.30	Lesson 3 – Students follow their timetable	Year 11	OA
12.30-13.30	Lesson 4 – Students follow their timetable	Year 11	OA
13.30-14.00	Lunch		
14.00-15.00	Lesson 5 – Students follow their timetable	Year 11	OA
15.00	<i>End of Day</i>		

Start of Autumn Term 2021

Monday 6th September – Years 8, 9 and 10

Year 10

Time	Activity	Audience	Venue
9.45-10.00	<i>Arrival</i>	<i>All</i>	<i>Canteen</i>
10.00-11.30	LFD Test ONE – Hall A <ul style="list-style-type: none">• Students arrive using Main Entrance and proceed to Hall A for LFD Test One• Students must stick to their agreed time slot given.• Students leave the site once tested.• Students choosing not to test do not attend on this day.	Year 10	Hall A
11.30	<i>End of Year 10 Testing – all Year 10 students offsite</i>		

Year 9

Time	Activity	Audience	Venue
11.15-11.30	<i>Arrival</i>	<i>All</i>	<i>Canteen</i>
11.30 – 13.00	LFD Test ONE – Hall A <ul style="list-style-type: none">• Students arrive using Main Entrance and proceed to Hall A for LFD Test One• Students must stick to their agreed time slot given.• Students leave the site once tested.• Students choosing not to test do not attend on this day.	Year 9	Hall A
13.00	<i>End of Year 9 Testing – all Year 9 students offsite</i>		

Year 8

Time	Activity	Audience	Venue
12.45-13.00	<i>Arrival</i>	<i>All</i>	<i>Canteen</i>
13.00 – 14.30	LFD Test ONE – Hall A <ul style="list-style-type: none">• Students arrive using Main Entrance and proceed to Hall A for LFD Test One• Students must stick to their agreed time slot given.• Students leave the site once tested.• Students choosing not to test do not attend on this day.	Year 8	Hall A
14.30	<i>End of Year 8 Testing – all Year 8 students offsite</i>		

Start of Autumn Term 2021

Tuesday 7th September – All Year Groups

<i>Time</i>	<i>Activity</i>	<i>Audience</i>	<i>Venue</i>
8.00-8.40	<i>Arrival</i>	<i>All</i>	<i>OA</i>
8.40-9.40	<p>Tutor Time (All Years)</p> <p>Years 8, 9 and 10</p> <ul style="list-style-type: none"> • Planners, TTs, KOs - Expectations • Attendance and Behaviour – Expectations • Ready to Learn • T1 Student Focus <p>Year 7</p> <ul style="list-style-type: none"> • Bespoke Activities (HoY) <p>Year 11</p> <ul style="list-style-type: none"> • LFD Test TWO 	<p>Years 8, 9 & 10</p> <p>Years 7</p> <p>Year 11</p>	<p>OA</p> <p>Hall A</p>
9.40-10.40	Lesson 2 – Students follow their timetable	All Years	OA
10.40-11.10	<p>KS3 Assembly (RBU and LFE)</p> <ul style="list-style-type: none"> • Attendance and Behaviour – Expectations • Ready to Learn • T1 Student Focus <p>Note: Year 10 Assembly will take place during Tutor Time on Wednesday 8th September</p>	Years 8 and 9	Hall B
11.10-11.30	Break		
11.30-12.30	<p>Lesson 3</p> <ul style="list-style-type: none"> • Year 7 LFD Test TWO • Years 8-11 follow their timetable 	All Years	OA
12.30-13.30	<p>Lesson 4</p> <ul style="list-style-type: none"> • Year 7 LFD Test TWO & PE Expectations • Years 8-11 follow their timetable 	All Years	OA
13.30-14.00	Lunch		
14.00-15.00	Lesson 5 – Students follow their timetable	All Years	OA
15.00	<i>End of Day</i>		

NOTE:

- Year 8 will complete LFD Test 2 on Friday 10th September, Lesson 2 and some of Lesson 3.
- Year 9 will complete LFD Test 2 on Friday 10th September, Lesson 1 and some of Lesson 2.
- Year 10 will complete LFD Test 2 on Friday 10th September, Lesson 4 and some of Lesson 5.