



## **Information Booklet for Parents 2020-21**

***Inspiring creativity,  
Developing independence,  
Celebrating community.***

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Information is valid from September 2020 to July 2021 Although correct at time of going to press, details can sometimes change. Please check with the school.

### **Overview**

King's Oak British International school is a not-for profit, co-educational nursery, primary and secondary school for children aged between 12 months and 14 years, representing over 30 countries. We are known as a friendly and caring international school, which values a holistic approach to education.

King's Oak is located in a healthy, green area at the side of a lake. Our school is a friendly and dynamic community where children are enthusiastically engaged in the learning process by creative, caring and skilled teachers.

Our high staff ratio allows every child to be known as an individual, and we value each child for what they can achieve academically, physically, socially and emotionally. At the centre of the school's philosophy is the desire to understand the needs of each individual child. While we have high academic and behavioural expectations, we also believe every child can succeed; small class sizes and talented teachers at King's Oak encourage the children to grow and develop to their full potential.

### **MISSION STATEMENT**

At King's Oak we value individuals. We help children become independent, responsible, confident, life-long learners in a secure and welcoming environment where cultures meet and diversity is celebrated.

Inspiring creativity, developing independence, celebrating community. We give our children the skills to discover their unique potential and shine with confidence. They will go into the world as resourceful, aspirational, tolerant and creative individuals able to play their part in society.

Courage, fairness, respect, aspiration, joy.

Aims of King's Oak:

- To be a happy school in which everyone is safe, treated with respect and encouraged to learn.
- We provide a stable, sensitive and welcoming atmosphere where everyone can feel happy and secure,
- We promote a healthy lifestyle,
- We commit to safeguarding and promoting the welfare of all children, staff and visitors.
- We encourage independence, responsibility and consideration for others,
- We value everyone for what they can achieve academically, physically, socially and emotionally so that they are able to fulfil their potential,
- We offer a quality, creative education based on the English National Curriculum,
- We provide a broad and stimulating educational environment which encourages each child to fulfil their potential and become life-long learners,
- We utilise Romania's distinctive geography and rich history as a resource for learning
- The ethos of the school can best be found in the values, compassion and concern that underpin qualities we foster in each and in all. We value everyone's beliefs and share celebrations from all faiths and countries. In consequence, no distinctive religious belief is allowed to impose itself or be imposed during the school day or at any other time when the school is acting in loco parentis.

### **Bus Service**

The School runs a bus service which can collect and take children to and from school. This service is also available for nursery children who leave at lunchtime. A member of staff is employed for each bus. It is not possible to use the bus for "odd days" and a full week must be paid for. Although we endeavour to accommodate everyone who wishes to use the bus service, we cannot guarantee a place through the year. The bus service is entirely self-financing and fares are set in September each year. To organise this service, please contact the office on [Reception@kingsoakschool.ro](mailto:Reception@kingsoakschool.ro)

Parents are requested to ensure that they are outside at the appointed time to meet the

bus, as children will not be allowed to get off the bus until they are met by a parent or other carer.

All children should be met by an adult unless the school is notified otherwise.

If you wish to use the bus, there is a Transport Terms and Conditions Form to be filled in and signed.

### **Lunches and snacks**

King's Oak has an arrangement with the Eurest Company who cater for a hot lunch. We also provide an organic option.

Lunch is eaten under supervision in classrooms and in the dining room. The lunches are supervised by teaching staff who will try to ensure that children make a good attempt at eating their lunch. Water is provided. Any drinks brought into school should be in unbreakable containers.

We provide a healthy snack mid-morning with an option to have a glass of milk. Please do not send nuts, chocolate, sweets, snacks or fizzy drinks with your child.

Every Thursday is fruit day when we ask that parents send in a piece of fruit with their son or daughter to be shared with the other children in the class. Depending upon the age of the children, they may be involved with the preparation of this snack as part of the learning process.

### **Security**

The school's location within the Green Lake Residential compound means that we have to adopt certain security and safety measures. Passes, which should be displayed in the car are issued to parents. Should you require an additional pass please contact the office.

The use of passes is regulated by simple rules:

1. The guards are instructed to challenge anybody without a pass.
2. If you forget your pass, please be prepared to wait at the gate until the guard

telephones the school office.

3. Please show respect to the Green Lake staff at the barrier who are there to help keep the community safe.

### **Direction and Speed of Cars Entering the Compound**

When entering the compound, please drive straight ahead and follow the road round to the front of the school buildings. Please do not turn left at the roundabout. If all parents and drivers adhere to this one-way system, then it will make the dropping off and collection of children much easier and safer. Please drive slowly and carefully, paying particular attention to the speed limit of 15 km/hour. Please do not park on the zebra crossing, outside the school gates or the playground.

Collecting Children at the end of the day Parents whose children do not go home on the buses collect their children from the playground/inside the Dome. No child will be allowed to leave the grounds unless the parent, or a person authorised by the parent and bearing the appropriate identification, collects him/her from the appropriate gate.

If a child's arrangements for going home change in any way parents should email the office by 12.00pm. If there is any doubt and parents cannot be contacted, the original arrangements will remain in effect. If a parent organising his/her child's birthday party arranges that more children are to go with her/him then the parents of these children should inform the office. Failure to do this will result in the children not being allowed to join the group

Please do not park directly in front of the school buildings when you collect your child/children.

Entry into school buildings is controlled at all times by a buzzer release system operated by a member of the office staff. When exiting the building all parents/visitors should ensure that the door closes firmly behind them. All entry and exit doors to the building are monitored by surveillance cameras which record everyone who enters and exits the building. When arriving at school outside of normal hours please go straight to the office.

## **The School Day**

The school day begins at 08:45 and ends at 15:15. Supervision is provided from 08:30 in the playground/dome and in poor weather conditions children may go directly into the classrooms if the dome is not up. It is important that children are in their class and ready to begin learning. If there is an unavoidable situation which will result in your son or daughter arriving late, we would appreciate if you could call the office to inform us.

## **Arriving at King's Oak**

**Nursery:** Children in our nursery classes should enter the building with their parents and go to their peg areas.

**Reception Class:** To help with the transition process from Nursery to Reception, parents should accompany their children to the classroom for the first half term – September to October. After the October holiday Reception children should line up in the playground/dome beside their designated sign. When the whistle blows, the class teachers will be on duty and take the children to their classes.

**Years 1-10:** Children should go to the playground/ dome on their arrival at school where the class teachers will be on duty. When the whistle sounds, they should line up at the designated area. Please note that children should not be left unsupervised before 8:30, although parents are welcome to stay outside with them.

## **Late Arrival at King's Oak**

Parents are expected to ensure that their son or daughter arrives on time at school. The school doors close at 08.45 every morning, and learning begins at this time. Should you arrive later than this you will need to go directly to the school office and sign your child's name into the register. They will then be taken by a member of staff to the classrooms. Lateness disrupts the whole class and valuable learning is lost. Should a child persistently arrive late and subsequently regularly disrupt the teaching and learning of the class, then further action will be taken to address this. This may involve informal and formal reminders being given although if this does not work, then ultimately the family may be asked to leave the school.

Every minute counts in learning please be in school on time.

## **Attendance**

Please ensure that your child attends school regularly as absence will result in missed learning concepts. If your son or daughter is going to be absent from school, please call the office before 08:30 so that this information can be passed on to the class teachers. For safety reasons we need to know if a child is absent.

Medicals In accordance with our legal obligations and after each summer holiday every child is required to submit a 'fit and healthy' certificate from their family physician. This must be given to school staff on the child's first day of attendance.

If for any reason it is not possible to arrange an appointment before arriving at King's Oak, then for a limited time, a doctor will be available to carry out the test. The information for medicals is sent out before each term. The cost of this test will be incurred by the parents and no child will be allowed to start school without medical clearance.

## **Illnesses and Medical Emergencies**

If your son or daughter becomes sick or has an accident when in school, we have a full-time nurse who will attend to them. The nurse will be present at King's Oak at all times.

## **Uniforms**

Uniforms should be worn by all pupils except those in the nursery at King's Oak. Our school uniform can be bought from our supplier IMOXE- Marilena Stanica. There is a uniform ordering form on the school website. The telephone number is 0723258736 or e-mail: [marilena.stanica@imoxe.ro](mailto:marilena.stanica@imoxe.ro)

There is a full list of the various uniform options on the school website.

Please ensure that your child brings their PE uniform (shorts and round neck T-shirt) and trainers to school on the correct days. All children from Primary classes will change for PE.

A school style track/jogging suit can be worn for sports in colder months, which consists of navy-blue bottoms and navy-blue King's Oak zip jacket. A swimming costume, towel and swimming cap will be required for swimming lessons. A bag is recommended to store PE items.

Children should not be wearing their daytime school uniforms for P.E for hygiene reasons.



Any plain navy-blue skirt, shorts, leggings or trousers can be worn with the school tops.  
***Please make sure that every item of uniform is clearly named.***

## **Curriculum**

King's Oak follows the English National Curriculum for core subjects from Years 1-10 and the Early Years Foundation Stage in Nursery and Reception. Teachers deliver foundation subject teaching in a creative, theme-based approach developing skills.

The curriculum covers the subjects of English, Mathematics, Science and Computing as 'core' subjects. The other 'foundation' subjects are History, Languages, Geography, Design and Technology, Art and Design, Music and Physical Education. King's Oak has a scheme for Personal Health Social Emotional and Citizenship education and Sex and Relationship Education.

Children are assessed through a variety of approaches and older children use annual, internationally recognised standardised assessments.

Throughout all our teaching, we aim to develop the skills of both excellence and self-confidence, with a balance between the academic and the creative. We wish all pupils to develop as independent learners, within a structure that is clear and supportive.

Curriculum Evenings are held during the year, in order to give parents the opportunity to see how certain subjects are covered in the school. These are interactive evenings, where participation and questions are encouraged.

In addition, we hold open mornings where the work of King's Oak can be seen.

For more details on our curriculum please visit the school website.

## **Teaching and Learning**

King's Oak employs both UK and Romanian highly trained teaching staff. The high quality of teaching and learning is a central distinguishing characteristic of King's Oak.

Pupils are taught by general form teachers from Nursery although they have specialist teachers for languages, Dance and PE. From Year 6 and above the children are taught by specialist teachers.

Teachers are encouraged to provide appropriate differentiation within each class so that

each child's educational needs are as closely met as possible. This is done in accordance with the principles of Assessment for Learning (AfL) which is embedded in our assessment process.

### **Additional Educational Needs - mainstream**

Children with learning difficulties may need special provision to be made for them so that they can fully access the curriculum.

Children have a learning difficulty if they have a significantly greater difficulty in learning than the majority of children of the same age.

If teacher assessment suggests that a child may have a learning difficulty, we utilise a range of resources in school and the classroom to enable that child to access the curriculum. The class teacher will keep parents informed and if necessary, obtain additional information which may be helpful. An Individual Education Plan (IEP) will be written to highlight intervention strategies employed which will be in addition to, or extra to usual teaching and learning practice. The class teacher will liaise with the Additional Educational Needs Co-ordinator (ANCo) to ensure the correct support and intervention is in place for the child.

We also have a specialist provision for pupils who need more intensive assistance outside of the classroom.

### **English as an Additional Language (EAL)**

For many children at our school, English is an additional language (EAL). Such pupils receive a high level of support, both from classroom teachers and from our Language teacher. This can range from, for example, ensuring children can understand subject specific vocabulary in the classroom, to intensive 1:1 tuition. Pupils are assessed on an individual basis, and lessons are adapted according to their needs. Of course, the main aim of any language support is also to ensure the child can participate fully in all classroom activities, which reflects the inclusive environment at King's Oak.

### **Pastoral Care**

The Head Teacher has overall responsibility for pastoral care and as a discipline (The Behaviour Management policy is available to view on the school website). On a day to day basis these responsibilities are delegated to the Class Teacher under the guidance

of the Senior Leadership Team. The School uses various rewards and sanctions including Golden Time.

Our Golden Rules are:

- We are gentle
- We are kind and helpful
- We listen
- We are honest
- We work hard
- We look after property

### **Behaviour Policy**

Every child at King's Oak irrespective of age is required, as a condition of staying at the school, to maintain a satisfactory standard of diligence and conduct. The child and their parents must abide by the school rules. Infractions against these rules are dealt with in accordance with our Behaviour Policy and other relevant school policies (eg. bullying etc.). The decision to exclude a pupil rests with the Head Teacher and should only be taken in response to a serious breach, or persistent breaches, of the school's behaviour policy; and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

### **School Counsellor / Educational Psychologist**

We are fortunate to have a School Counsellor/Educational Psychologist at King's Oak whose role is to help students within the school setting, help them meet their social and emotional needs, and support staff and families as needed. Students of any age and parents may ask for a counselling appointment from the administrative staff or the student's teacher at any time, for any reason. Unless a parent specifically forbids the counsellor from working with a student, school counselling is considered a regular educational service provided by the school.

### **Safeguarding Children**

King's Oak is committed to the safe keeping, protection and nurturing of children, with respect for their wishes and feelings. We will therefore:

- Establish and maintain an environment where children feel safe and secure, are encouraged to talk, and are listened to
- Ensure adults are appropriately trained in good practice and follow clear guidelines of conduct children and other adults.
- Develop our safer recruitment practice in checking the suitability of adults and volunteers to work with children in line with King's Oak Safer Recruitment Policy. All staff have up to date police checks.
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse, and to understand the appropriate behaviour that relatives, friends, and strangers may demonstrate towards children.
- Ensure children receive guidance on how they can deal with the behaviour of others that gives them cause for concern and know that there are adults in the school whom they can approach if they are worried.
- Clarify the procedures for identifying and reporting cases or suspected cases of abuse or neglect.
- Support pupils who have been abused/neglected in accordance with an agreed child protection plan.
- Enable parents to recognise that the school is a caring establishment where they too can seek support and advice in matters relating to safeguarding children.

### **Extra-Curricular Activities (Clubs)**

The school offers a wide programme of after-school clubs run by King's Oak staff and external providers. After school clubs run from 3:15 to 4:15pm.

Club information is sent out at the start of each term containing clear sign-up procedures.

### **Special Events**

Class Assemblies, Summer and Winter Fairs, Concerts, Talent shows, Book Week along with end of year assemblies play an important part in the life of King's Oak. The school also has an active Friends of King's Oak" who organise further activities.

### **Day and Residential Trips**

Residential Trips are organised for children in Years 3 to Year 10 and will incur an additional cost.

The school aims to use trips as an integral part of the curriculum. Day trips to local museums, art galleries, excavation sites and exhibitions are regularly organised for all age groups. The school also utilises Romania's distinctive geography and rich history as a resource for learning.

## **Parental Involvement and communication**

At King's Oak we aim to have clear and effective communication with parents and the wider community. Effective communication enables us to share our aims and values through keeping parents well informed about school life. This reinforces the importance of the role that parents play in supporting the school in educating their children.

Weekly emails are sent out each Friday from every class.

The King's Oak newsletter is published each term and is available on the website.

Parental Consultation meetings are held at least twice a year and school reports are issued at the end of Term 1 and Term 3.

King's Oak has a website and a Facebook page that are regularly updated. Policy documents can be found in the parental area of the website.

King's Oak has an active Friends Association which encourages parental involvement with the school community.

Piota – King's Oak has a dedicated App that can be downloaded onto a mobile phone and will provide regular school information and events.

## **Health and Safety at School**

We take the health and safety of all members of the school community very seriously and all staff receive regular training. King's Oak has a comprehensive Health & Safety Policy which is available on the school website.

### Fire Drills

During the course of the year the children will take part in at least 3 fire drills to help familiarise them with the procedure should the school building has to be evacuated.

## Earthquake Procedures

In the event of an earthquake it is important that all children know what they should do. Therefore, during the course of the year all the children will take part in earthquake practises.

## **School closure**

Should King's Oak have to close for any reason i.e. adverse weather conditions then an announcement will be posted on the web site, the App and also on our Facebook page. Parents will also receive a text message at the earliest possible opportunity informing them of the closure. Should the government announce a Red warning for snow the school will automatically close.

## **Admissions**

### Reception to Year 10

All applicants must complete a King's Oak application form and provide a full school report in English.

The required documents for the application process are:

- completed application form
- application fee payment receipt  
deposit
- additional school reports
- photos
- ID, birth certificate or passport copy

### Nursery

- completed application form
- deposit
- additional reports if the child has attended a pre school
- photos
- ID, a birth certificate or passport copy

There is a detailed induction procedure for Nursery aged children.

Before starting in a nursery class every parent will be given details of the King's Oak induction procedure. This initially involves a 30-minute visit to their class on their first day. The first 10 minutes both parent and child are inside the classroom after which time

the parent leaves for the next 30 minutes. As each child will respond differently to this 30-minute separation period the class teachers will guide parents for the following day's attendance. The aim of the induction period is to make the transition from home to nursery as smooth as possible.

Home visits – Children in Pink class only. Prior to starting Pink class parents are offered an optional home visit by the Head of Nursery and a teacher from the Pink class. All prospective parents and pupils are encouraged to meet with the senior leadership team.

## COMPLAINTS

The school hopes that parents and pupils do not have any complaints about the school. However, if you do have any complaints or concerns, you should raise them according to the complaints policy and procedure is available on the school website.

## Age and Year Group System at King's Oak

For year group allocation, the school's academic year runs from 1<sup>st</sup> September to 31<sup>st</sup> August. We admit children into year groups according to their date of birth.

The academic year in which a child becomes:	Children will be allocated to this year group:
18 months – 2 years old	Pink
3 years old	Orange
4 years old	Green
5 years old	Reception
6 years old	Year 1
7 years old	Year 2
8 years old	Year 3
9 years old	Year 4
10 years old	Year 5
11 years old	Year 6
12 years old	Year 7
13 years old	Year 8
14 years old	Year 9
15 years old	Year 10

## School Fees

Our school fees include morning and afternoon snacks and all curricular activities. No additional costs or charges are levied.

King's Oak is a non-profit making organization and is fully funded by school fees and does not access any additional funding. The fees for the Academic Year 2020-21 are listed below. We offer sibling discounts to families.

The following table outlines the fees which will be paid in two main instalments.

	<b>Fees 2020-2021 in euros</b>
Pink class – half day	€ 6,000
Orange class – half day	€ 6,250
Green class – half day	€ 7,000
Pink class – full day	€ 8,250
Orange class – full day	€ 8,500
Green class – full day	€ 8,950
Reception class	€ 9,950
Main school (Year 1 to Year 10)	€ 13,950

There is an administration fee of €700 when first joining the school which is non-refundable and a deposit of €1500 Euros which must be paid as part of the re-enrolment process. This will be deducted from the second payment instalment.



# King's Oak British International School

## 2020 - 2021 School Calendar

### King's Oak British International School

#### 2020 - 2021 School Calendar

August '20						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September '20						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October '20						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November '20						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December '20						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January '21						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February '21						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March '21						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April '21						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May '21						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June '21						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July '21						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- School Closed/ Holidays
- Teacher in-Service Day (no school for students)
- First and Last Day of School