

15th December 2017

Dear Parent / Carer

As we approach the end of term and the Christmas holidays I would like to take the opportunity to provide you with some important information which you will need to be aware of over the next couple of months.

Firstly, can I thank those parents who have taken the time to visit the new school buildings on one of the events we have held this term whether it was a settling in evening, open evening, the “Pearl of Africa” concert or at the Christmas concert. I am sure like ourselves, you cannot help be impressed by the fantastic facilities that are afforded your children.

New parent app

This term we introduced our new parent app for providing parents/carers with live information on how your child is doing at school, their rewards and any consequences. If you have not signed up for this yet, please contact Mrs S Roberts (Willow House) at the school.

Punctuality (reminder)

We are keen to ensure that students continue to arrive punctually to school and lessons throughout the year. Students should aim to arrive at school by 8.30am and no later than 8.40am. Lessons start at 8.45am. Can I thank you for your support in ensuring that your children leave home in good time to arrive at school on time.

Building work

We now have all our new buildings and will hopefully have the remaining multi-use games areas in January. By Easter, the last of the old blocks will be replaced by landscaped areas for student social space, staff car parking and a far more welcoming entrance.

School site opening times

From January, to ensure your child is safe on site, we will be introducing an opening time of 8.00am for students and a closing time of 4.30pm for those students attending afterschool clubs. At the end of the school day, we are requesting that students make their way home immediately after leaving the school and do not congregate outside of the school gates.

Phoenix supporting charities

It has been another great term of Phoenix supporting charities with various different events. We have raised over £ 1,600 in total for the following charities: Edwards Trust, Pearl of Africa, Cancer Research/Macmillan and Children in Need.

Healthy Drinks in School

We are concerned at the volume of unhealthy drinks we see in school including high sugar fizzy drinks and even the likes of energy drinks. For the benefit of students in terms of both general health and their dental health, the Governors have taken the decision to make this a healthy drinking school with effect from the New Year. First and foremost we want water to be the drink of choice for all students – we are lucky enough to have fresh water drinks fountains and dispensers to refill bottles at in a number of locations across school. Please can I remind you to send your child with an empty bottle each day to allow them to refill and keep hydrated during the day.

Our in school caterers, Aspens, will only sell drinks that conform to the Children's Food Trust standards and this includes plain water, flavoured waters (with no sugar) and fresh fruit juices or combination fruit juice / waters or lower fat milk. For full details, please visit www.childrensfoodtrust.org.uk

Please do not send your child to school with a fizzy or energy drink, including diet varieties as, if seen in school, **these will be confiscated and discarded with no return to students** at the end of the day. We would also ask you to encourage your child to make appropriate drink purchases should they do this on the way to school.

We thank you for your support and hope you agree that this is a positive step to take, with real health benefits to your child.

Parents/carers involvement

We are continually looking for the support of parents/carers so if you would like to be involved in either of the following - or indeed both - please contact Paul Harris, Assistant Head teacher, to discuss the process further.

- **Phoenix Parent / Carer Forum**

We are keen to start up a parent/carer forum that could meet up with key staff on a half termly basis at a time to suit you, to discuss factors that could improve Phoenix, learning and development.

- **Phoenix ABQM-UK Anti Bullying Award upgrade 2017 / 2018**

Having secured the national ABQM-UK anti bullying award at Bronze level in 2015, we are keen to this year develop this accreditation to at least the Silver award and would value your comments to help improve our response to bullying.

Election of parent governor

We still have one vacancy for the role of parent governor on the Phoenix Governing Body.

Parents interested in becoming a governor should complete the enclosed self-nomination form at the bottom of this letter, and return this to the school office by **3.00 pm Friday 26th January** in a sealed envelope addressed to the clerk to governors and marked Parent Governor Nomination. In addition you should include a brief statement in support of your application which will be circulated to all parents and placed on our website, should there be a need for an election.

This statement must not exceed 350 words.

ParentPay

We are pleased to announce that we will be launching ParentPay in the new year. This is a cashless online payment system that you will be able to use to put credit on your child’s lunch account and pay for trips and other events. We will send you further information and your personal login details in due course.

End of term

As in previous years ***school will be closing*** earlier than normal ***on Wednesday 20th December at 12.30pm*** and will reopen to students on Thursday 4th January at the usual time (to allow for training to take place on 03/01/18). Please note up-to-date information can be found on the school website.

Additional information

I have taken the opportunity to provide you with full details of our end of term dates for the remainder of this academic year along with a reminder on the changes to transport services to/from Phoenix, an attendance update as well as our emergency closure procedure should this be necessary again this winter.

I have also attached a letter from Mr Pepper, our Chair of Governors, for your attention.

Finally on behalf of the staff I would like to extend our very best wishes for the festive season and a happy and healthy New Year.

Yours faithfully,



Mike Smith
Associate Head teacher

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PARENT GOVERNOR SELF NOMINATION

I wish to nominate myself for the post of Parent Governor. I am a parent/carer* of a child currently at the school and enclose a brief statement (no more than 350 words) that I agree to being published should there be a need for an election.

Name..... Child name and form.....
Signed..... Date

Please return along with your statement to school office for the clerk to governors **by 3.00pm on Friday 26th January.**

**Delete as appropriate*

LP

15th December 2017

Dear Parent / Carer

Re: Mr Hill retiring as Head teacher

The end of 2017 and the festive period has really come quickly. It's been an incredibly busy year for Phoenix but with the move to our fantastic new facilities and another year of progress, it has also been very positive.

On behalf of the Governors, I'd like to thank all staff, students and parents for their contribution to another successful year.

It is with great sadness however that I must say farewell to Mr Hill and wish him our best regards as he leaves Phoenix and retires as Head Teacher.

On a personal level, I have enjoyed immensely working with Mr Hill, his energy, commitment and passion for Phoenix has been the driving force that has seen Phoenix become a good and growing school.

When I speak to staff and students about Mr Hill, their respect and fondness for him is always evident. Through his leadership, he has influenced thousands of students' lives and given them a solid foundation on which to enter further education and prepare for the world of work.

Mr Hill has left a strong legacy at Phoenix on which Mr Smith will build upon. It has been a real positive that our next Head teacher has come from the existing leadership team and the continuity and stability this brings means that we can get 2018 off to a great start.

So a final thank you to Mr Hill and congratulations to Mr Smith.

Myself and the Governors wish all students, parents, staff and our local community a very Merry Christmas and a Happy New Year.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Leigh Pepper', with a stylized flourish at the end.

Leigh Pepper
Chair of Governors



Phoenix Collegiate school term dates and holiday 2017/2018

Spring term 2018

- **Inset days: Tuesday 2 & Wednesday 3 January 2018 (school closed to students)**
- Students return to school: Thursday 4 January 2018
- **Half term holiday:** Monday 19 February to Friday 23 February 2018
- Term ends: Thursday 29 March 2018
- **Easter holiday:** Friday 30 March to Friday 13 April 2018

Summer term 2018

- Term starts: Monday 16 April 2018
- **Bank holiday:** Monday 7 May 2018 (school closed to students)
- **Half term holiday:** Monday 28 May to Friday 1 June 2018
- Term ends: Friday 20 July 2018
- **Summer holiday:** From Monday 23 July 2018

Changes to transport services to / from Phoenix

Further to my letter of the 26th September 2017, this is a reminder that with effect from the Spring Term (January 2018) we will be discontinuing the minibus service to and from Friar Park at the start and end of the school day. We do offer a subsidised 775 bus service which runs before and after school – bus passes are available from school at £60 a term or £5 a week. Without a pass the cost is £1 per journey, so please note the passes are heavily subsidised. Please complete the form below if you are interested in purchasing a pass and return it to our Finance team with the appropriate payment.

Please complete and return this form to the finance office along with the appropriate payment

PHOENIX 775 BUS SERVICE

I would like to purchase a bus pass for the above service at the cost of £60.00 per term and enclose the 1st instalment to cover the Spring term.

I would like to purchase an annual bus pass for the above service at the cost of £100.00 for the remaining 2 terms this year and enclose payment in full.

I would like to purchase a weekly pass at a cost of £5.00 and enclose payment in full.

(Please tick one option)

Name of son/daughter _____ Tutor group _____

Amount enclosed cash/cheque (payable to Phoenix Collegiate) £ _____

Signed parent/carer: _____ Date: _____

PHOENIX ATTENDANCE UPDATE

You will know we take absence from school very seriously at Phoenix and our Attendance and Pastoral teams work extremely hard on maintaining links with parents and carers when a student is not in school.

Phoenix Attendance Standards and Expectations

LEVEL	FIGURE
PLATINUM	100%
GOLD	99%
SILVER	97%
BRONZE	95%
RED	90%
PURPLE	BELOW 90%

Below are some basic facts on the impact of school absence on young people and their life chances.

90% attendance is poor attendance and a government absence trigger.

90% attendance = ½ a **DAY** off every week.
 90% attendance = 4 **WEEKS** off a year.
 90% attendance = ½ **YEAR** off in 5 years.

Question: Are we willing to allow our children to take 4 extra weeks a year out of learning?

Chances of getting GOOD GCSE grades for the next steps in life:

97% Attendance = Very good
 96% Attendance = Good
 92% Attendance = Fair
 90% Attendance = 50%
 88% Attendance = 35%
 86% Attendance = 30%

Question: Are we willing to offer our children a 'FAIR CHANCE' in life because of an attendance of 92%?

Attendance – every lesson counts.

We ask that you support us in supporting your child's future in ensuring they attend every lesson every day.

They deserve a brilliant future.

Procedures for school closure due to bad weather & emergencies

It is our policy to remain open unless we are forced to close because there is a risk to the health, safety and welfare of staff and students. The Head teacher in consultation with the Chair of Governors is responsible for making the decision to close the school due to inclement weather conditions in the immediate locality.

How parents will be notified that the school will be closed

Closure due to poor weather conditions are very rare and will be avoided where possible. In some cases, we may decide to open later than normal to allow time for the site to be made safe, this will be announced on the radio and the school website. There is no need for parents/carers to contact the school to check whether or not the school is open. **Unless announced on the radio and school website, the school will be open.**

School Closure Procedures:

If the school is to be closed, there will be an announcement on the following radio stations to state this: **Radio WM**

Free Radio Birmingham (formerly BRMB)

Heart FM/Capital FM

Free Radio Black Country (formerly Beacon Radio)

Additionally this announcement will be posted on the school website, www.aspirebelievesucceed.com (details will also be posted on the Local Authority website following notification by the school to the LA).

a. If the school is closed BEFORE the start of school Day

Please refer to the procedures outlined above.

b. If the school closes DURING the school Day

Should the weather turn worse during a school day, students will only be sent home if there are satisfactory arrangements for them to return safely. Should any parent/carer wish to make any alternative arrangements for their child, they should put these in writing to the Head teacher.

The school will inform West Midlands Travel and individual transport providers to ensure that adequate arrangements are in place for students to return home safely.

While we understand parental concerns, it would be helpful if parents/carers were aware of the difficulty for an office potentially responding to literally hundreds of calls. I would ask that parents/carers do not telephone the school at these times unless there is an emergency.

PLEASE NOTE

In the unlikely event that the school should need to close due to a loss of services that render the site unsafe/unsuitable for staff and students, we will follow the procedure above to inform parents and carers of the school's closure. Additionally, we will send a text message to those parents/carers who have a telephone number registered on our system.