

22nd July 2016

Dear Parents and Carers,

I know that a lot of parents have received a place at Phoenix since our last communication and the open days so I aim to cover all of the basic information in this letter. As always, you can contact me by email at

peter.smith@phoenix.sandwell.sch.uk if you have any questions. During the school day you can contact the office with administrative queries (tel: 0121 588 8384) or speak to the Achievement Coordinator of year 7, Miss Patel or her Pastoral Manager, Mrs Cox (available through the main switchboard).

Firstly, the first day at school is Tuesday September 6th. Students need to arrive at the main gate (off Clarkes Lane) in full school uniform between 8:25 and 8:35am. To ensure the safety of your sons and daughters, can I ask that parents leave them at the gate, rather than coming into school themselves. Parking around the school is never easy, can I advise parking a little way from the school entrance. Students can be collected from the front gate at 3:00pm.

On Tuesday 6th September all year 7 students will meet in the main hall, (where we made the egg parachutes!) and we'll begin with an assembly where students will meet their tutors. From here students will be taken to their tutor rooms - the room they will usually go to at the beginning of the school day.

Many parents, especially those unable to come to the transition days have asked about the uniform. Full information is on the website which can be found by googling *Phoenix Collegiate*. I enclose a hard copy for parents who prefer paper to pixels.

Students may bring in a packed lunch or may prefer to buy their lunch from the canteen. Usually students will pay by using the cash machines around school which credit the amount paid to the students fingerprint. Students will be shown how to use the system during the first couple of days. School meals cost approximately £2.15 from September. Students can pay more or less depending on how hungry they are, up to a maximum of £5.00 a day.

Students in receipt of free school meals are credited £2.15/day although unspent balances will not be taken forward to the next day. The school gates are shut at 8:45am and opened again at 3pm, so eating offsite is not an option. I enclose a consent form, for you to give your permission for us to use you son/daughters fingerprints in this way. Unfortunately, we cannot use the cashless system until that permission slip has been returned to us.

One of the expectations for students coming to Phoenix is that they will be prepared for each lesson. This means always having a black or blue pen, a pencil, a ruler, their planner (which they'll receive on the first day) and their bag. We strongly suggest that students have spare stationary so that lost items can be readily and instantly replaced.

Students will not need to bring in their P.E. kit on the first day. They will receive their timetables on that day and will know when to bring it in from then on.

The school's SENCO, Mr R. Jones, has spent much of the last term speaking with primary staff about students with additional needs coming to us. He will speak to every parent of a child with additional needs during the first half term. He, or a member of his team, can be contacted at the school via the main switchboard if you wish to talk to him about your child's additional needs.

Finally, we will be sending out a letter to parents and carers early in September inviting them to a 'getting to know you' meeting on the evening of Thursday 29th September.

We are looking forward to working with you and your son or daughter next year,

Peter Smith
Transition Lead