

17<sup>th</sup> March 2020

Dear Parent/Carer,

## **RE: School changes with immediate effect**

As you are aware the worldwide pandemic of coronavirus (COVID-19) is resulting in changes to how organisations operate and as a result I have taken the decision to make the following changes over the coming weeks:

### **School closure Year 7 and 8**

From tomorrow Wednesday 18<sup>th</sup> March due to the staffing issues caused by the virus, we will be closed for Year 7 and Year 8 students only until further notice. We apologise for any difficulties that this may cause.

### **Meetings and visitors to school**

As from today Tuesday 17<sup>th</sup> March the following procedures will apply:

- All external school meetings involving visitors to the school will be cancelled and will be conducted by telephone.
- Any pre-arranged parental meeting will now take place by telephone, as oppose to face to face.
- All events which would involve parents/visitors to the school have been postponed. This includes the Year 11 parents' evening on 2<sup>nd</sup> April, the Easter concert on 25<sup>th</sup> March, Life or Knife event on 26<sup>th</sup> March, the Royal Navy Youth celebration event on 26<sup>th</sup> March and County Lines on 1<sup>st</sup> April. Alternative dates to be advised in due course.
- Reception will be closed to all external visitors including parents/carers. Any contact with the school will need to be conducted via email or by calling reception on 0121 588 8384.
- All sporting fixtures and trips will be cancelled until further notice.
- All external lettings of school facilities will be cancelled until further notice.

These measures are not intended to cause any panic but are simply to minimise the risk of infection and safeguard both the staff and students of The Phoenix Collegiate, but also those vulnerable and elderly members of our community. The focus over the coming weeks is to maintain as best an education for our students that we can achieve.

### **Isolation advice and Guidance**

As a school we will continue to follow the guidance from Public Health England and the Department for Education. The current advice, as of Tuesday 17<sup>th</sup> March, is that any students who suffer from a **new persistent cough or a high temperature above 37.8 degrees centigrade** should isolate themselves in the family home for **fourteen (14) days** with all other members of the household. The school will authorise all absences that should arise as a result of this. Please note that students should not be returned to the school before this time and should they do so they will be immediately sent home, so as to protect our community as best as possible.

Please see this information provided from the NHS website:

- If you live with other people, they should stay at home for at least 14 days, to avoid spreading the infection outside the home.
- After 14 days, anyone you live with who does not have symptoms can return to their normal routine.
- But, if anyone in your home gets symptoms, they should stay at home for 7 days from the day their symptoms start. Even if it means they're at home for longer than 14 days.
- If you live with someone who is 70 or over, has a long-term condition, is pregnant or has a weakened immune system, try to find somewhere else for them to stay for 14 days.
- If you have to stay at home together, try to keep away from each other as much as possible.

**Using the 111 coronavirus service. Only call 111 if you cannot get help online.**

#### Tips for staying at home when self-isolating

It's important to stay at home to stop coronavirus spreading.

- Try to keep at least 2 metres (3 steps) from other people in your home, particularly people over 70, or those with long-term health conditions.
- Ask friends, family and delivery services to deliver things like food shopping and medicines but leave them outside.
- Sleep alone, if possible.
- Regularly wash your hands with soap and warm water for at least 20 seconds.
- Drink plenty of water and take everyday painkillers, such as paracetamol, to help with your symptoms.
- Do not have visitors (ask people to leave deliveries outside).
- Do not leave your home when self-isolating, for example to go for a walk, to school or to public places.

#### **Work for your child at home**

We will continue to produce packs of work for your child to complete at home, but there are also programmes on our school's website that are available to support your child with work. Please see my previous letter dated 13/03/20 on our website [www.aspirebelievesucceed.com](http://www.aspirebelievesucceed.com) for further advice.

I have included staff emails in this letter which students can use to discuss work with their teachers. Please use these contact details appropriately and allow sufficient time for our teaching staff to respond (this could take up to 48 hours).

I have also included a skeleton timetable that your child could follow at home, as ensuring they keep a routine with their learning should they need to be at home is very important over the coming weeks.

It is important that we are able to operate as normal for as long as possible. We are of course, making contingency plans to ensure we can respond to this ever changing situation.

I will continue to keep you updated as we receive further guidance.

Yours faithfully,



Mike Smith  
Head teacher

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**Year 7**

	P1	P2	P3	P4	P5
Monday	RE	Geography	Food	Music	PE
Tuesday	History	PE	Maths	Science	English
Wednesday	Spanish	Art	Drama	Maths	Science
Thursday	Maths	English	Geography	Tech Material	Science
Friday	English	Textiles	Resistant Materials	Maths	English

**Year 8**

	P1	P2	P3	P4	P5
Monday	English	Science	computing	Maths	Spanish
Tuesday	History	Resistant textiles	English	Art	PE
Wednesday	History	English	Geography	RE	Drama
Thursday	Science	Textiles	Food	Maths	English
Friday	PE	Maths	Science	English	Tech Materials

**Year 9**

	P1	P2	P3	P4	P5
Monday	History	PE	Maths	Geography	Science
Tuesday	Maths	PE	Science	History	English
Wednesday	Science	English	Spanish	History	English
Thursday	Maths	Science	History	Science	Maths
Friday	Geography	English	English	Spanish	Maths

\*Year 9 focus on CORE and Humanities

**Year 10 & 11**

	P1	P2	P3	P4	P5
Monday	English	Maths	Option 1	Option 2	Option 3
Tuesday	Science	English	Maths	Option 3	PE
Wednesday	Option 2	Science	English	Maths	Option 1
Thursday	Option 1	PE	Science	English	Maths
Friday	Option 3	Option 2	Maths	Science	English