

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 school on one of the events we have held this term whether it was a settling in evening, open evening, or one of our parents' evenings. I am sure like ourselves, you cannot help but be impressed by the fantastic facilities that are offered to your children.

### Punctuality

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.

### Attendance

Medical appointments should be made outside of school hours. In the exceptional circumstance, if this is absolutely not possible, only remove your child from school for the minimum amount of time necessary for the appointment. Please provide school with copies of an appointment card or letter with the date of the appointment on so the student can be given permission to leave school. Please be advised that Year 7 and Year 8 students must be collected from reception by their parents/carers. Medical absences will not be authorised for a full day unless they relate to a specialist appointment and in this case school must receive a copy of the appointment letter as evidence.

### Uniform

Before the start of a new term, many parents/carers get their children some new uniform including shoes etc. Please do not let your child encourage you to buy black trainers which are sometimes placed in the school shoe sections of some shoe shops as these do not meet our uniform policy. Please see our website for further information on uniform. Reminder: note that hooded tops are not acceptable either.

The school operates a school uniform clothes bank to help students in difficulties. If as your child grows they have some school uniform items that no longer fit, we would be grateful if they could be donated to our clothes bank.

### Year 11 PPE results/parents evening

On Thursday 28<sup>th</sup> November, Phoenix hosted a Year 11 pre-public exam results evening. This evening was well attended and was aimed at supporting GCSE students in providing vital feedback to students and parents/carers based on the recent mock examinations. The next set of mock examinations will be due to start on the week commencing 10<sup>th</sup> February 2020.

### Year 10 revision programme

There has been a positive start to the Year 10 revision programme with over 81% receiving a grade good or better. The expectations of this programme is that Year 10 students produce a minimum of 5 flashcards that are memorised. These will be checked on a fortnightly basis in tutor time to support students in their retention of knowledge for their GCSE exams.

### Paper free

From February half term, we intend to drastically reduce the amount of paper that is used and wasted in school. Therefore from March we will be sending most letters out via email rather than student post or Royal Mail, the same will be true for text messaging absences etc. The school is hoping to save over £15,000 next calendar year by these changes as the financial difficulties almost every school is facing worsen. Therefore could I please remind all parents/carers to ensure that we have up-to-date details including an email address as well as any telephone numbers.

### Twitter (reminder)

You can follow The Phoenix Collegiate on Twitter **@PhoenixCollHQ** or **@phoenixcollhead**

All essential information will still be communicated by other channels (website updates / texts / emails home) but on Twitter we will keep you updated with all the latest news and events. Our Twitter name is **@PhoenixCollHQ**. Please do follow us!

### Healthy drinks in school

We are still 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 took the decision to make this a healthy drinking school back in January 2018. First and foremost, we want water to be the drink of choice for all students – we are lucky enough to have drinking water fountains and dispensers to refill bottles at a number of locations across school. Please send your child to school with an empty bottle each day to allow them to refill and keep hydrated during the day.

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.

### ParentPay

We are working towards reducing the amount of cash and cheques that are paid into school and we are asking all parents/carers to use our e-payment method when making payments to school. ParentPay is a secure cashless online payment system that you are able to use to put credit on your child's meal account and pay for trips and other events. If you require your log in details or have any questions, please contact the finance office on extension 107.

### Parent Governor

Due to unforeseen circumstances, a position for the role of parent governor has become available on the school governing body. This is an important role for the school and requires commitment for attendance at governing body meetings (6pm till 9pm each half-term) as well as supporting a governing body portfolio through school visits.

Parents interested in becoming a governor should complete the enclosed self-nomination form and return this to the school office by **3.00 pm Friday 24<sup>th</sup> January**. In addition, you should include a brief statement in support of your application, which will be circulated to all parents/carers should there be a need for an election. If this is something you are interested in but would like to discuss further, please do not hesitate in contacting me at the school.

### Parent Volunteering

As a school, we are always looking to improve our links with parents and carers. Another area which I would love to see develop is with parents as volunteers whether this is through supporting reading with our younger students or perhaps using a skill that you may have. If you are interested in volunteering, please contact the school by email at [info@phoenix.sandwell.sch.uk](mailto:info@phoenix.sandwell.sch.uk)

### End of term

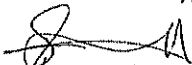
As in previous years, **school will be closing** earlier than normal **on Friday 20<sup>th</sup> December at 12.25pm** and will re-open to students on Tuesday 7<sup>th</sup> January at the usual time 8.40am (to allow for training to take place on 06/01/20). Please note up-to-date information can be found 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 an attendance update as well as our emergency closure procedure should this be necessary this winter.

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

Yours faithfully,



Mike Smith

Head teacher

## Phoenix Collegiate school term dates and holiday 2019/2020

### Spring term 2020

- **Inset day:** Monday 6 January 2020 (school closed to students)
- Students return to school: Tuesday 7 January 2020
- **Half term holiday:** Monday 17 February 2020 to Friday 21 February
- Term ends: Friday 3 April
- **Easter holiday:** Monday 6 April to Friday 17 April

### Summer term 2020

- Term starts: Monday 20 April
- **Bank holiday:** Friday 8 May (no students in school)
- **Half term holiday:** Monday 25 May 2020 to Friday 29 May
- Term ends: Friday 17 July
- **Summer holiday:** Monday 20 July to Monday 31 August 2020

### PHOENIX ATTENDANCE UPDATE



**Attendance – every lesson counts.**

**Thank you for your support in ensuring that your child attends every lesson every day.**

**They deserve a brilliant future.**

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.

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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 brief statement in support of your application to the school office, in a sealed envelope addressed to the clerk to governors, **by 3.00pm on Friday 24<sup>th</sup> January.**

*\*Delete as appropriate*



## **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, the school website and Twitter. 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](http://www.aspirebelievesucceed.com) and on Twitter @PhoenixCollHQ (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.**