

13<sup>th</sup> December 2018

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 afforded your children.

### **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.

### **Uniform**

Before the start of a new term, many parents get their children some new uniform including shoes etc. Please do not let your children 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.

### **Building work**

Following the collapse of Carillion last January, the final phases of the work which includes landscaped areas for student social space, staff/visitors' car parking and a far more welcoming entrance are still outstanding. We are currently awaiting the appointment of a new contractor to complete the works and it is hoped that the Education & Skills Funding Agency will move this forward early in 2019 for final completion by Summer 2019. I would like to thank all students, parents/carers and the local community for their patience and understanding during this time.

### **Twitter**

You can now follow The Phoenix Collegiate on Twitter **@PhoenixCollHQ**

All essential information will still be communicated by other channels (website updates / texts / letters 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!

### Election of parent governor

I am pleased to announce that we now have two new parent governors supporting the school. Mike Mitchell was elected unopposed as our newest parent governor and Polly Williams has recently been appointed as an associate governor. Both are parents of Year 7 students.

### 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.

### End of term

As in previous years, **school will be closing** earlier than normal **on Friday 21<sup>st</sup> December at 12.20pm** and will reopen to students on Tuesday 8<sup>th</sup> January at the usual time 8.40am (to allow for training to take place on 07/01/19). 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 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 2018/2019

### Spring term 2019

- **Inset day:** Monday 7 January 2019 (school closed to students)
- Students return to school: Tuesday 8 January 2019
- **Half term holiday:** Monday 18 February to Friday 22 February 2019
- Term ends: Friday 12 April
- **Easter holiday:** Monday 15 April to Friday 26 April 2019

### Summer term 2019

- Term starts: Monday 29 April 2019
- **Bank holiday:** Monday 6 May 2019 (no students in school)
- **Half term holiday:** Monday 27 May to Friday 31 May 2019
- Term ends: Friday 19 July 2019
- **Summer holiday:** From Monday 22 July 2019

## PHOENIX ATTENDANCE UPDATE



Every day in school matters.

**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.

## **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.**