

24th November 2020

Dear Parents and Carers,

Re: school closure to students

I certainly did not anticipate writing so soon after yesterday's update letter. However, following the 3 positive cases that we have had since writing to you less than 24 hours ago and the isolation of a number of students, we have also had to send a significant number of teachers home to self-isolate as a result of the new guidance from Sandwell Local Authority and the Sandwell Public Health team.

This shortage of staff means that we have **no choice but to close this evening Tuesday 24th November and propose to re-open on Monday 7th December.**

We are now reviewing our strategy to minimise any on-going impact on students' learning.

From tomorrow morning (Wednesday 25th November), all students should be following our blended learning approach via Microsoft Teams (please see further details on the back of this letter). As usual, if there are any issues regarding this system, please contact info@phoenix.sandwell.sch.uk

The news of rapid testing and a successful vaccine yesterday cannot come soon enough as we manage our way through this global pandemic.

Could I thank all parents/carers once again for your on-going understanding and support during these incredibly difficult times.

If your child test positive for Covid whilst the school is closed to students, can you please still inform us by calling the school or emailing the following address covidresults@phoenix.sandwell.sch.uk as soon as possible with the following information:

- Student name
- Year group
- When they developed symptoms
- Any siblings at school.
- How do they travel to school: walking/car/bus - who do they travel to school with.
- What were the symptoms
- Date of the test
- When they were last in school

In light of the current situation, our staff training on Friday 27th November has now been postponed so students will also be expected to access remote learning on that day.

I look forward to seeing students return to school on Monday 7th December.

Yours faithfully,



Mike Smith
Head teacher

School Work – Online Live Lessons

During the school closure, students at home should access remote learning which is available on the school's website (under the 'Home learning' tab), through Microsoft Teams.

- Students must attend all live lessons in appropriate clothing
- Lessons will follow the timings as on their timetable. Teachers will take registers and non-attendance will be followed up
- Where a student has difficulty accessing teams and live lessons they should:
 - Contact ict@phoenix.sandwell.sch.uk and explain the details of their access problem.
 - Email the class teacher to explain the access issue.
 - Self-support videos are available on the school's website under the *Home Learning* tab, click on the *Microsoft Teams* icon
- Students should not enter a lesson until the teacher has started the lesson and the option to "join" is displayed
- Students must have cameras on
- Teachers will decide when cameras can be switched off
- Students must mute unless required to speak. Any disruptive behaviour will be dealt with on their return to school
- Students must only use the chat function when directed by their teacher to use this function to ask / answer questions
- Students must complete work through Teams Assignments by the set deadline
- Where students are told to work on a task by the teacher, they should use the chat function to ask the teacher if they need help
- Outside of the lesson, if students require help, they should email their teachers.

If you have any questions or queries please do not hesitate to contact your child's Head of House for further support.