

9<sup>th</sup> September 2020

Dear parents/carers,

**Re: update for the start of the academic year**

I do hope that your child has enjoyed their transition back into school over the past few days, as a school we have certainly been really pleased to welcome them back. Now having tested some of the plans we developed throughout the summer, we have made a few amendments to the document I shared with you all during the summer. I will share these changes as well as some reminders below.

**Face covering/masks**

Firstly all students require a mask on site when walking in buildings and this is now part of our uniform policy. Please note that scarves or ‘snoods’ are not suitable for school and can lead to the contamination of other pieces of clothing or areas of face/head.



The school cannot sustain the financial burden of replacing a forgotten mask, therefore it is imperative that students ensure they bring their own mask to school.

**Start/End of Day**

The second reminder is that students should only arrive at school at their dedicated times and at their entrances as we are unable to allow them on site before this time. This is to ensure that the year group bubbles are maintained.

Year 10 – 8.25am	Side of CLC/ Sports Hall
Year 11 – 8.25am	Marsh Lane Pedestrian entrance
6 <sup>th</sup> form – 8.25am	Main entrance
Year 7 – 8.40am	Main entrance
Year 8 – 8.40am	Side of CLC/ Sports Hall
Year 9 – 8.40am	Rear of Sports Hall off Gordon Avenue

We have now also introduced a staggered end for all year groups to help keep a safer end to the school day. From today the timings are:

Year 7 – 2.50pm	Main entrance
Year 8 – 2.55pm	Side of CLC/ Sports Hall
Year 9 – 3.00pm	Rear of Sports Hall off Gordon Avenue
Year 10 – 3.05pm	Side of CLC/ Sports Hall
Year 11 – 3.10pm	Marsh Lane Pedestrian entrance
6 <sup>th</sup> form – lunch	Main entrance

To support the **Y11 students** in preparing for their GCSE examinations and to help them with the teaching time lost during lockdown, starting on **Tuesday 15<sup>th</sup> September**, Y11 students will be expected to attend after school revision 3 times a week lasting until **3.45pm**. These revision classes will occur on Tuesday (on occasions this may be on a Monday instead of Tuesday), Wednesday and Thursday. If there are any concerns or queries, please contact Mr Kumar (Deputy Head teacher).

### **School reception**

During the added restrictions in school due to Covid, please could we ask parents and carers to avoid coming into the school reception where-ever possible, ensuring your child(ren) has everything they need for the school day before leaving home. Once in school we are restricting movement for both students and staff making it particularly difficult to get items / messages to students during the school day. We would appreciate your help in your child being prepared and ready for school, arriving with everything they need.

We would like to restrict the use of school reception as much as possible but if you do have cause to come into school for an urgent or important matter please can I ask you to wear a mask at all times.

### **ParentPay**

Due to safety/hygiene measures re Covid-19, we have taken the decision to remove cash from school and with immediate effect, students will be unable to use the reval machines in school to pay for their meals. If there are parent/carers who are unable to use the ParentPay system then on request, the school can provide a PayPoint card that can be used at shops in the PayPoint network who will still accept cash.

### **Other reminders**

Please note that if students have **PE on their timetable** on a school day, they must arrive to school in their Phoenix PE kit and suitable outdoor jackets/coats due to current guidance. The PE changing rooms are currently closed and therefore students should not bring any valuables into school as the school cannot take any responsibility for them. If there are any concerns, please contact a member of the PE department.

Could I also remind you that the **school calculator** which is used during all examinations is the Casio FX83-gtx Classwiz calculator, this is currently £10 in most shops and on Amazon. Due to the year group bubble system it would be really helpful if all students ensure they have this calculator as part of their equipment.

All students at Phoenix have been reminded of their login details for **Microsoft Teams** during the induction days, which will be the main remote learning platform the students will use this year. We would be grateful if you could support your child by checking Microsoft Teams is loaded on all devices at home and ensure your child can successfully login. This will be of paramount importance should we need to close to any students at any point.

### **Communication**

In a move to improve home-school communication and with the growth in e-mail, smartphones and general home computer use, we want to be sure that you are receiving this communication in the appropriate form.

Communicating with home directly via email is more reliable and efficient than depending on students to deliver letters and notices home. I am sure we have all found letters that are weeks old at the bottom of a school bag. By using emails, the frequency of information can be increased, keeping parents and carers better informed.

As a school we have moved away from providing paper-based communication (this letter being an exception, rather than the norm) therefore it is vital that we have updated e-mail addresses and mobile numbers if we are to communicate with you effectively.

Please note that you should be receiving an email invitation from the school via the Sims parents App by the end of next week for you to check your contact details and update them if necessary. Should you not receive this invitation, please contact the school via [enquiries@phoenix.sandwell.sch.uk](mailto:enquiries@phoenix.sandwell.sch.uk)

Thank you for your anticipated support in this matter.

As you know, all essential information is also communicated by other channels (website updates / texts / twitter) so please do follow us [@PhoenixCollHQ](https://twitter.com/PhoenixCollHQ) or visit the school's website ([www.aspirebelievesucceed.com](http://www.aspirebelievesucceed.com)) regularly for our latest news and events.

Yours faithfully,



Mike Smith

Head teacher