



Friday 29<sup>th</sup> September 2017

Dear Parents and Carers,

Please carefully read through the below information and return the reply slip ASAP.

### **Changes to School Times Next Week**

I am writing to inform you that due to the Open Evening for Year 6 parents we will be holding next week, students will be **sent home at 2.00pm on Thursday 5<sup>th</sup> October 2017**. School will commence the next morning, on Friday 6<sup>th</sup> October at 8.50am with line up at 9:00am.

Dates of school closure and re-opening can always be found on the school website.

### **Data Packs**

Your child will have been handed their current data pack which is the details we hold for your child. It is important that these details are as accurate as possible. Please could you check and amend the current details if necessary and return a signed copy of the form.

Going forward, we will use emails as our method of communication – please ensure a valid email address is provided.

### **Compulsory After school youth activity clubs**

We offer a wide range of extra-curricular activities at Phoenix Academy and we have made it compulsory that every student must attend at least one after school activity a week. The clubs run from 15:20-16:45 and a different year group is timetabled for each day. Students are selected for a different after school club each half term.

Days for each year group are as follows:

Monday – Year 7

Tuesday – Year 8

Wednesday – Year 9

Thursday – Year 10

Friday – Open to all year groups



Phoenix Academy is part of  
The Future Institute



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A timetable of all the classes we offer by year group can also be found on our website.

## **Behaviour & Detentions**

It is important that we work in partnership to secure the very best outcomes for your child. As a result, I would like to take this opportunity to ask that you reinforce the Academy's expectations at home. In short, this is to work hard, be nice and to treat every adult with respect. As an academy, we do not make excuses for poor performance and we set high expectations for both staff and students. These expectations will not change and it is important that you continue to support your child to meet these.

Please note that detentions will be sanctioned for the same day if recorded before 2pm. Parents/carers will then be notified by text message between 2.30-3pm if their child is to sit a 1 hour or 2 hour detention. However, we do not notify parents for 20 minute detentions. We ask that parents/carers discuss the reason for the sanction with their child when they return home. If a student misses a detention they will immediately be escalated to the next level of sanction. For example, missing a 20 minute detention will result in a 1 hour detention the following day. Any behaviour points sanctioned on top of that will result in a further escalation. All parents and students are expected to comply with our policy and detentions. The full behaviour policy can be viewed on our website.

## **Attendance**

Of course, if your child is to succeed, full attendance is vital. We expect all students to aim for 100% attendance and unless they are contagious, unable to walk or bedridden they should come in! We monitor attendance very closely and any absence requires a **phone call to our Attendance Officer, Sadia Begum, and a note to the form tutor on return.**

## **Reading**

Reading is key to accessing the secondary curriculum and we have tested your child's reading age in their first week. This will set a baseline for tracking their progress over the year. To assist in developing their reading skills, all students will attend a reading session every morning. This is a normal part of the Phoenix Academy day.

## **Mobile phones**

As parents are aware, we actively discourage the bringing of mobile phones to school. If your son/daughter does bring one to Phoenix Academy it must be kept in their bag at all times and switched off. We have really tightened up on our sanctions for pupils who disobey their rule. Pupils found with their mobile on them or even worse using it in the school grounds will have the mobile confiscated for a half term and receive a detention for the same day, please do not lend them your

phone because the same rule will apply. So it is vital for peace and harmony that you really reinforce the rules about mobile phones if you allow your son/daughter to bring one to school.

## **Uniform**

I have to say the students look very smart and are proud of their uniform. Please ensure their uniform is labelled, particularly their blazer.

However, I would like to stress the following:

- Trousers dark grey
- Skinny trousers are not allowed
- Shoes should be black and 'polishable'
- No jewellery for boys or girls, except for small stud earrings
- Haircut (boys) not shorter than Grade 2, no patterns, extreme haircuts – just smart and professional. For girls, no colours braids

Uniform can be purchased at the uniform shop which is located at Phoenix Academy, open after school on Mondays and Wednesdays from 15:30 – 16:00

## **Equipment**

All students are permitted to bring in the following equipment to school everyday:

- 1 x clear pencil case
- 2 x black pens
- 1 x blue pen
- 1 x green pen
- 1 x 30cm ruler
- 1 x pencil
- 1 x rubber
- 1 x sharpener
- 1 x glue
- Planner
- 1 x highlighter
- 1 x white board pen
- 1 x maths set (to include: protractor; set square 1; compass)
- 1 x calculator

All equipment is available to be bought from reception. Please note that failing to bring in the correct equipment in time for lessons will result in a detention.

We know that your son/daughter with your help, support and encouragement throughout the year will make great progress but it is a team effort and we all need to be working together to ensure that they make the most of the opportunities offered here in Phoenix Academy.

Finally, I would ask you to acknowledge receipt of this letter by returning the reply slip to your son/daughter's form tutor along with your data packs. These are vital for urgent contact, thank you.

With best wishes for the year ahead,



Mr O Knight  
Executive Headteacher

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**Reply Slip**

**I acknowledge the receipt of this letter.**

**Name of student:** .....

**Form group:** .....

**Signed (Parent/Carer):** .....

**Contact details**

**NB: if any aspect of your contact details change, please inform our admin team via [admin@phoenixacademy.org.uk](mailto:admin@phoenixacademy.org.uk)**