

22nd October 2020

FAO: Parents / Carers of Phoenix Academy

We are writing in order to provide you with some up to date information surrounding Covid-19 and the current practices effective within Phoenix Academy – some of which, we require your help with.

As you are now aware, Phoenix Academy will re-open to pupils on Monday 2nd November 2020 and there will be a few changes in place as follows:

Bubbles – A and B

To further protect our pupils and staff, the academy will be split into two bubbles, A and B.

Bubble A: Elm Pine Ash

Bubble B: Oak Elder Cedar Rainbow Centre

Phoenix Academy are putting these further measures into place to keep everyone as safe as possible, and it is important that children remain within their designated bubble area.

We need to re-enforce the safe practices around our academy and as such request that parents/carers support us by explaining to your child why it is not safe to be running around the school and mixing with other bubble groups.

Home to School Transport

Pupils that attend our Academy via Home to School Transport will continue to be picked up and dropped off as normal.

Upon arrival to the academy, pupils will remain on the minibus until they are asked to enter the academy. Once pupils enter the academy, they will make their way to their classroom as normal.

Pupils who are picked up/collected by Parents/Carers

With effect from Monday 2nd November 2020 – all pupils who are brought and collected by parents/carers will commence a staggered start and finish time as follows:-

AM: Arrive 9.10am

PM: Pick up 3.10pm

By enabling a staggered arrival and pick up, this will reduce the number of pupils/parents/carers and transport staff congregating at the front of the academy entrance.

Any parents/carers who feel that the staggered time will impact them significantly should email Mrs Richards (see below), in order that suitable arrangements can be implemented.

Parents/carers are requested to maintain social distancing from each other and where appropriate, wear a suitable face mask/shield whilst attending the academy site.

Water Bottles

Please send your child with a named, refillable water bottle.

Medications

Medication will continue to be administered to your child during school hours as normal, but will be administered by one of the following staff: Mrs J. Richards, Mrs G. Satchwell or Ms J. Smith.

Items at School – Toys etc

Please note that no toys, teddies, DVD's are to be brought into school by pupils. Please ensure that your child understands the reasons for this as we do not wish to upset anyone upon arrival in a morning.

Meetings / Visits

Whilst we appreciate it is important to be able to have a face to face 'catch-up' with members of staff – we ask that these be completed via the telephone until further notice. Meetings within the academy will, where possible, take place using Telephone/TEAMS/Zoom etc.

It is extremely important that the contents of this letter are explained to your child before they return after half term.

These measures are being put into place to strengthen the practices that pupils and staff are already working to.

Should you have any questions/queries relating to the contents of this letter, please do not hesitate to email jrichards@phoenix.atrust.org.uk

Yours sincerely

Miss E. Phillips
Interim Principal

