

# PHOENIX PLACE

Specialist Alternative Education Provision for Girls

Building confidence  
so you can be the best you can be!

## Student Information Leaflet

2019 - 2020

### September 2019 start dates/times

#### Year 7s:

Wednesday 4<sup>th</sup> / Start: 10.00am – 2.30pm

#### Year 7, 8 & 9

Thursday 5<sup>th</sup> / Start: 9.30am – 2.30pm

#### Years 7, 8, 9, 10 & 11

Friday 6<sup>th</sup> / Start: 9.30am – 2.30pm

#### Monday 9<sup>th</sup> September 2019

All years - 9.00am – 2.30pm



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# WELCOME

### .....to PhoenixPlace.

This leaflet is to give you some important information about life at school for our students. If you have further questions please do not hesitate to ask us.

#### Our Aims

PHOENIXPLACE provides a curriculum & framework, which inspires, challenges and safeguards all our students, to enable you to become:

- ✓ A **successful learner** who enjoys learning, makes progress and achieves
- ✓ A **confident individual** able to live a safe, healthy and fulfilling life
- ✓ A **responsible citizen** who makes a socially and economically positive contribution to society

#### School Day:

The core school day starts at **9.00am** each morning and finishes at **2.30pm** on Monday, Wednesday, Thursday and Friday. **On Tuesdays students finish school at 1.50pm** for staff training.

#### Morning Check-in

When students arrive, we have a morning check-in procedure where we record what time you arrived and check uniform.

We also expect students to **hand in their phones and devices**, which you will get back at the end of the day. We check bags and want students to ensure no further devices/inappropriate items are on their person.

Any break/lunch time snacks/food must be handed into the office or placed in the kitchen. No food/snacks are allowed in classrooms during learning.

Students are **not allowed to proceed** into the building with out going through the morning check-in procedure.

#### Breakfast

We start the morning offering a simple healthy breakfast for all students between **9.00am – 9.20am** (kitchen closes at 9.15am). Students who are late to school with no valid reason from parent/carer may be not be allowed breakfast.

#### Timetable

<b>9.00 – 9.20</b>	<b>Breakfast</b>
9.20 – 9.40	Tutor
9.40 – 10.25	Lesson 1
10.25 – 11.10	Lesson 2
<b>11.10 – 11.35</b>	<b>Break</b>
11.35 – 12.20	Lesson 3
12.20 – 1.05	Lesson 4
<b>1.05 – 1.45</b>	<b>Lunch</b>
1.45 – 2.30	Lesson 5
<b>2.30</b>	<b>End of day</b>

#### Going out at Break/Lunch times

Students are not allowed to leave the building without permission and a member of staff.

Students are allowed to go with staff to purchase items at the local shops at break/lunch times but this is based on behaviour and work in lessons. Teachers/support staff have the authority to withdraw the privilege of going to the shops.

We expect **ALL** students to be respectful to staff and follow instructions when out as well as represent the school positively. Students may be banned from reward trips/visits if there are concerns about behaviour.

### Term Dates 2019 - 2020

#### Autumn Term: 2019

**Term starts** – Wednesday 4<sup>th</sup> September (see front cover)

**Half Term** - Monday 21<sup>st</sup> October – Friday 1<sup>st</sup> November (2 weeks)

**Students return** – Monday 4<sup>th</sup> November

**Term Ends** - Friday 20<sup>th</sup> December (half day)

#### Spring Term: 2020

**Term starts** – Tuesday 7<sup>th</sup> January

**Half Term** - Monday 17<sup>th</sup> February - Friday 21<sup>st</sup> February (1 week)

**Students return** - Monday 24<sup>th</sup> February

**Term Ends** – Friday 3<sup>rd</sup> April (half day)

#### Summer Term: 2020

**Term starts** – Tuesday 21<sup>st</sup> April

**May Bank Holiday** - Monday 4<sup>th</sup> May

**Half Term** - Monday 25<sup>th</sup> May - Friday 29<sup>th</sup> May (1 week)

**Students return** - Monday 1<sup>st</sup> June

**Terms Ends** – To be confirmed (half day)

#### Attendance

Every single day a child is absent from school equates to a day of lost learning. Attendance percentages can be misleading, please see below table on how this would look over the year.

**100% Attendance** = 0 days Missed = **Excellent**

**95% Attendance** (\*at least statutory requirement) = 9 days of absence = 1 week & 4 days of learning missed = **Good**

**90% Attendance** = 19 days of absence = 3 weeks & 4 days of learning missed = **Needs Improvement (can do better!)**

**85% Attendance** = 28 days of absence = 5 weeks & 3 days of learning missed = **Very Poor/cause for concern**

**80% Attendance** = 38 days of absence = 7 weeks & 3 days of learning missed = **Unacceptable/cause for concern**

**75% Attendance** = 46 days of absence = 9 Weeks & 1 day of learning missed = **Unacceptable/cause for concern**

If you have less than 90% attendance, this may lead to Education Welfare intervention to ascertain why your attendance is not above the statutory requirement. There needs to be valid reasons for this.

If no valid reasons are given this may lead down the route of legal proceedings and/or penalties for your parents/carers.

If you have a medical condition that affects you attendance, we will take this into account and help you keep up with your work.

If you are having problems with your punctuality or attendance talk to your form tutor, they will do everything they can to ensure you achieve good attendance.

**We reward students whose attendance is excellent!**



School success starts  
with attendance

#### Absence

It is the **responsibility of the parent/carer** to inform the school if your child will be absent on each day of absence (unless for example a period of illness).

## Punctuality

Equally as important as attendance is punctuality. We want to provide quality education and support to all students and we have to do this within certain timeframes. Please respect this and be on time to school and classes so you don't miss out! **Punctuality will also be monitored especially prior to involvement on trips and KS4 work-experience placements. If students are not making the effort to attend school on time for no valid reason this will affect any privileges.** Parents will be given a call each day if students are not in on time.

## Safeguarding

What does SAFEGUARDING mean?  
In order to understand what Safeguarding is you need to understand the following processes:



- 1) Child Protection:** is the process of protecting individual children identified as either suffering, or at risk of suffering significant harm as a result of abuse or neglect.
- 2) Promoting the Rights and Welfare of Children:** is the process of taking action to enable children to enjoy their rights and entitlements, and supporting children to thrive and develop to their fullest potential.

Safeguarding combines these two processes!  
**Safeguarding is everyone's business: it's up to all of us to keep children safe!**

Our aim is to promote a culture of being a safe organisation for young people and the adults who work with them.

If you feel that you need someone to talk to for issues such as bullying, relationships, gangs, sex, family etc. you can talk to your tutor or any member of the staff team. However the **Designated Safeguarding Officer's (DSO) is Amita Kumari**. We also have the following staff members who would be happy to help:

- School Counsellor: Julia Larley
  - Child Education Psychologist: Dan Sheehan
- as well as the *Headteacher: Sophie Nelson and Deputy Head: Kailash Kumari*

There are organisations that you can call if you need to talk to someone. There will be someone on the other end of the line who can help you.



### Keeping Safe Online:

- 1) Don't post any personal information online – like your address, email address or mobile number.
- 2) Think carefully before posting pictures or videos of yourself. Once you've put a picture of yourself online most people can see it and may be able to download it, it's not just yours anymore.
- 3) Keep your privacy settings as high as possible
- 4) Never give out your passwords
- 5) Don't befriend people you don't know
- 6) Don't meet up with people you've met online. Speak to your parent or carer about people suggesting you do
- 7) Remember that not everyone online is who they say they are
- 8) Think carefully about what you say before you post something online
- 9) Respect other people's views, even if you don't agree with someone else's views doesn't mean you need to be rude
- 10) If you see something online that makes you feel uncomfortable, unsafe or worried: leave the website, turn off your computer if you want to and tell a trusted adult immediately.

<http://www.safetynetkids.org.uk/personal-safety/staying-safe-online/>

## Curriculum

In **KS3** (Yrs 7-8) students will have the following subjects in their timetable

**Core:** English, maths, science  
**Foundation:** Art, music, ICT, PE, PSHE, cooking, drama

In **KS4** (Yrs 9-11) students will be able to study from our core and foundation subjects for accreditation:

GCSE English Language (**core**)  
GCSE Maths (**core**)  
GCSE RE (**core**)  
Princes Trust Level 1/2 (**core**)  
GCSE English Literature (based on aptitude)  
GCSE Biology (based on aptitude)  
Functional Skills English/Maths L1/2  
Entry Level Science  
Arts Award Level 1/2 (silver/gold)  
ICT: Range of Level 1/2 online courses  
PE

If a student has a level of aptitude for a subject not delivered by us, we will discuss the possibility of a tutor.

### School Uniform

- White/baby blue shirt/polo shirt
  - Black cardigan/jumper
  - Black trousers/skirts
  - Black shoes/trainers
  - PE: Long T-shirt, leggings/shorts/ comfortable trainers
- No logos on clothes/shoes

Parents/carers must ensure that students are adhering to the schools uniform rules.  
Students must come dressed appropriately for school! E.g. no mid-riff tops, no mid-thigh length skirts/shorts, no excessive make-up, hair styles or add-ons and **no long nails!**

Students must dress sensibly and take pride in their overall presentation. Students will be met at the door. **If students are found to be in inappropriate dress they may be sent home to change and will be expected to come back to school.**

### School Lunches (current arrangements)

Monday: Café – Chips/burgers etc  
Tuesday: School menu  
Wednesday: School menu  
Thursday: School menu  
Friday: Café – Chips/burgers etc

Food is provided by the school.

If students do not want to have what is provided by the school they can bring in their own money to purchase goods or bring in a packed lunch or if they want, can bring in ingredients to cook their own meals.

### Break time

Students can bring in their own break time snacks or they can purchase from the local shops or purchase food from our kitchen (max 60p per day)



We ask parents/carers to help us encourage students to choose healthier options as much as possible.



If you are not willing to learn, no one can help you.  
If you are determined to learn, no one can stop you.

## Fire Safety

Fire Safety is very important. We have taken the necessary steps to ensure that in the event of a fire at PHOENIXPLACE, that all staff and students know what to do.

During the school year there will be fire drills for staff and students to ensure that all members evacuate safely using the appropriate evacuation routes. Please familiarise yourselves with all fire exit signs/routes/fire alarm buttons around the building. You will be shown these on your first day of school.

If you discover a fire, press the nearest fire alarm button and tell a member of staff. The **FIRE ALARM sounds like the 'continuous ringing of school bells'**. Once heard, staff will instruct students to exit the building. Do not stop to collect anything, just leave calmly and as directed by the member of staff. All staff and students will meet at the **Fire Assembly Point**, which is located outside behind PHOENIXPLACE.



**Fire Assembly Point**  
**Carrey Court Car Park**



No-one may re-enter the building once the alarm sounds until the 'all clear' is given by the schools Fire Safety Officer

**Current Designated Fire Safety Officer:** Sophie Nelson

## What you need to know!



Below is a list of the things that you would need to know when you start at PP. If there is something else you would like to know, please tell us and we can add this to the list to help other new students.

**Please tick each item when shown or explained.**

- Explained school rules and routines?
- Explained general routines of the school e.g. start time, break time, lunchtime – e.g. if students allowed off-site?
- Explained school equipment needed, e.g. stationery, calculator?
- Given school number to ring if absent?
- Shown form/tutor room?
- Shown the break-time, dining and toilet facilities?
- Shown school website & where to access further information?
- Given information about Safeguarding?
- Given information about Health & Safety?
- Given information about Fire Safety and shown all routes and Fire Assembly points?
- Given up-to-date list of school holidays, INSET days,
- Shown and explained student timetable?
- Uniform expectations explained?
- Rewards and sanctions explained?
- Lesson expectations explained?