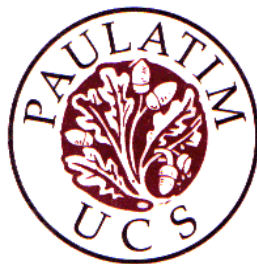




THE PHOENIX SCHOOL

**Parent Handbook
2011-2012**



The Aims and Ethos of UCS



The Phoenix School joined the UCS Foundation of Schools in 2002. It aims to provide a happy, supportive and stimulating environment. UCS was founded to promote principles of liberal scholarship. That remains our first and over-riding aim. Intellectual curiosity, breadth of study and independence of mind combine to achieve academic excellence; they are not subordinate to it.

Selecting students with no regard to race or creed, UCS fosters in them a sense of community alongside a tolerance of and a respect for the individual. By offering the fullest range of opportunities for personal and for group endeavour, it teaches the value of commitment and the joy of achievement. It is a place of study, but also of self-discovery and self-expression; a school that places equal value on learning with others as on learning from others.

UCS places great emphasis upon tolerance of and respect for others. This is the key element of the School's liberal ethos. Thus, liberalism at UCS requires the highest standards of inter-personal conduct and of sensitivity from both staff and pupils.

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Contact Details

The Phoenix School
Headmistress: Miss Caroline Froud
36 College Crescent
Hampstead
London NW3 5LF

Tel: 020 7722 4433
Fax: 020 7722 4601
Email: thephoenix@ucs.org.uk
Website: www.ucsphoenix.org.uk

University College School
Headmaster: Mr Ken Durham
Frognal
Hampstead
London NW3 6XH

Tel: 020 7435 2215
Fax: 020 7433 2111
Email: office@ucs.org.uk
Website: www.ucs.org.uk

Junior Branch
Headmaster: Mr Kevin Douglas
Holly Hill
Hampstead
London NW3 6QN

Tel: 020 7435 3068
Fax: 020 7435 7332
Email: info@ucsib.org.uk
Website: www.uscjb.org.uk

The Staff

Miss Caroline Froud, BEd

Headmistress

Miss Nik Watt, BEd

Deputy Head

Nursery Educators

Mrs Caroline Edwards, BA, Mont Dip, EYPS

Head of EYFS

Miss Jacqueline Pendrill, BA

Miss Sabahat Hasson, BSc, PGCE

Primary Teachers

Reception

Miss Nik Watt, BEd

Miss Rebecca Robinson, BA, PGCE

Year 1

Mrs Sophie Ryan, MA, PGCE

Head of Key Stage One

Miss Diane Kirkwood, MA, PGCE

Year 2

Mrs Lucy Landau, BA, PGCE

Mr Christopher Thorne, BA

Specialist Teachers

Miss Sian Pateman, BMus LRAM

Head of Music

Miss Sally Norman, BA, PGCE

Head of Art

Mr Dan Honess, BA, PGCE

Head of P.E.

Teaching Assistants

Miss Joanna Free

Senior Teaching Assistant

Mr Glenn Hammet

Miss Andrea Hirt

Miss Stevi Stratton

Mrs Edita Mandic

Miss Ronni North

Miss Julia Meyersohn

Miss Jessica Yorke

EYFS and School Support Assistant

Mr Roop Gill

PA to the Headmistress & School Administration

Mrs Sheila Hammond

School Caretaker

Mr Luigi Varini

1. ASSEMBLIES

Primary pupils meet for an assembly once a week. Additional assemblies are sometimes held for the rehearsal of school plays, concerts and other events. There is no religious context to any of the assemblies.

The Phoenix School Final Assembly takes place on the last day of the Summer Term. It is held in the Great Hall at UCS Frogna; all parents are invited to attend. Pupils are dismissed from UCS Frogna at the end of this assembly.

2. ATTENDANCE, ABSENCES AND REQUESTS FOR LEAVE

- i. Your child is expected to attend every day that school is in session. Holiday dates are published well in advance and should you wish your child to be absent for any reason you should write to the Headmistress with your intentions and reasons. Requests should only be made for significant or important family events. Work will not be set during periods of extended holiday leave.
- ii. If your child is absent through illness or another unexpected event please telephone the school and leave a message before 9.30am. When your child returns to school, a written explanation should be provided for the purposes of the school register.
- iii. If your child is occasionally away because he/she is unwell, you should not expect work to be sent home. If your child is absent for a prolonged period and you are concerned about the amount of work that he/she is missing, you should contact your child's Form Teacher for their advice.
- iv. Your child is legally required to be in full time education from the term after his/her fifth birthday.

3. BEGINNING SCHOOL

The beginning of a school year, even for children familiar with the setting or other nursery/school environments can be daunting and a period of settling in is natural, normal and expected. Some children make the adjustments very quickly and easily whilst other children take more time to gain confidence.

We aim to be as sensitive as possible to the needs of our pupils. Parents are invited into school, especially in the early days to help their child feel comfortable and secure. Our best advice is that you are firm and consistent with your child once it is time to leave them, making the break as swift as possible, avoiding prolonged good-byes.

The difference in a child's attention and performance and thus enjoyment of the day, is marked if they have not had a full night's sleep or eaten a nutritious breakfast. We realise it can also be difficult to establish routines at the end of the long summer holiday and would suggest that you begin these several days before school commences.

Children beginning Nursery should be familiar and comfortable with all personal hygiene (e.g. washing hands, blowing noses, toileting routines etc) and be able to make appropriate requests.

In the first week, we would ask that younger and older siblings are not brought into the Nursery, thus allowing all children who are beginning Nursery the opportunity to settle in without any distractions. On other occasions, younger children may accompany brothers and sisters for drop off and collection times only. They must remain with you, under close supervision at all times and leave when required without causing any disruption. We do not allow siblings to visit during school hours.

Every child will be given a school book bag on entry to the school. We actively encourage the children to take responsibility for this. The book bag is used to transfer letters and work from school. Should you require a replacement, one can be purchased from the School Office.

4. BEHAVIOUR AND DISCIPLINE

We believe that children should take responsibility for their own actions from a young age and we encourage pupils to think about and reflect upon the consequences of these actions. Expectations and guidelines are clearly explained to all pupils and we ensure that children understand how they need to behave in order to guarantee their own safety and that of others. We hope that we develop in our children an understanding of right and wrong rather than always asking them to follow a set of strict rules. Whilst we encourage pupils to question and enquire we insist that this is done in an appropriate way showing tolerance and respect for teachers and peers.

Positive praise is used to reinforce good behaviour. Primary children have goals and targets that they work towards. Children are also encouraged to work and play co-operatively and each primary class has a collaborative reward system.

When behaviour does not meet expectations, children are given time to reflect, think and discuss the incident with a member of staff. Please refer to our Behaviour and Discipline Policy for any further details. Serious incidents involving unacceptable behaviour will be logged by the School and parents will be informed,

Respect for and tolerance of others, their race, religion, sex, culture or disabilities, are fundamental to the ethos of UCS and bullying, verbal or physical, and harassment by individuals or groups, are viewed seriously. Children are encouraged to tell staff of any incidents of bullying that they are aware of. Please refer to the School's Anti-Bullying policy for more information.

5. BIRTHDAYS AND CELEBRATIONS

Cakes can be sent into school to celebrate your child's birthday with their class. As The Phoenix has a nut-free policy, please select carefully with this in mind.

Children can become extremely distracted and excited by parties and such events and we would caution against holding these mid-week during term time.

We are happy to facilitate the handing out of party invitations but if we are asked to do so, request that every child in the class be invited. Please note that any other correspondence such as 'Thank You' notes should be distributed by the parents themselves. Staff members can be placed in awkward situations if they are unable to accept invitations, we therefore ask that they are not invited to children's parties.

6. BUILDINGS AND GROUNDS

The School is a no-smoking site. We also ask that neither dogs nor any other animals are brought onto the premises without permission.

7. CALENDAR OF EVENTS

A calendar of events is published on the website and also distributed termly. This indicates not only special activities that your child will be involved with such as outings or in-school visitors but also events to which parents are invited. We do not expect you to attend all the published dates and we can assure you that we are able to deal sensitively with your child if you are unable to attend any occasion.

8. CHARITY EVENTS

Throughout the year the children and parents are invited to raise money to support local, national and international charities. Our aim is to select charities that are relevant to and that are able to be understood by our children such as 'Comic Relief', 'UNICEF Day for Change' and 'Jeans for Genes Day'. Charity events are published in advance and participation is optional.

9. CHILD PROTECTION/SAFEGUARDING

The School holds both a moral and legal responsibility for the protection of its pupils from physical, sexual or emotional abuse. All employees are checked against the Criminal Records Bureau before employment is confirmed. Please let us know if anyone other than close family is looking after your child for any significant length of time. Please refer to the School's Child Protection/Safeguarding policy for further details.

PROCEDURE IN THE EVENT OF A MISSING CHILD

Purpose

To as quickly as possible, locate a missing child, return them to safe custody, inform the relevant parties of the situation and invoke a review of the incident.

Background

Annually a risk assessment is completed of the safety and security of children on school premises. Central to the measures in place, is the provision of staff supervision of exits at the beginning and end of each session, doors which do not allow children independent access and regular reminders to the parents of the critical role they play. In addition to the ongoing vigilance by staff, there are specific times when attendance is checked:

- Registration at the beginning of morning and afternoon sessions
- Keyworker group headcount check at group time
- When parent or carer arrives to collect a child

In the unlikely event of a child found to be missing the following procedure is to be followed.

Procedure

1. The on site teacher/co-ordinator in charge delegates a member of staff to search indoor and outdoor areas within the school secure area in case a child is hiding. In the event the child is found the parent should be advised of the incident and a review invoked. (11).
2. In the event of (1) above not resulting in the safe location of the child, the Headmistress should be informed immediately if on the premises, if off premises, at the first opportunity.
3. The Headmistress (or Deputy if the Headmistress is off site) would request assistance and ensure staff child ratios are maintained.
4. The Headmistress/designate whilst maintaining ratios in the school, will delegate at least one member of staff to search the school site starting with the exit routes. In the event the child is found the parent should be advised of the incident and a review invoked. (10)
5. If the child has still not been located, the parents, if not already on site, will be contacted.
6. The Headmistress/designate will delegate a member of staff to follow, normally on foot, the child's route home, taking a mobile phone with them.
7. If the child is not located after the completion of (6), the Headmistress/designate will inform the police (999).
8. Once the police arrive, formal responsibility for the search will pass to the police, but the Headmistress/designate will ensure that the school staff make themselves appropriately available to assist further with the incident.
9. In any event, and before leaving the site the Headmistress will ensure appropriate reassurance and comfort is provided to children, parents and staff, and where necessary shall seek assistance in this from the headmistress.
10. Alert Local Authority Child Protection team. (Camden nos on website)
11. As soon as practicable after the incident, the teacher in charge or the Headmistress will write a report which will be used by the Senior Management Team as part of the incident review. This review will aim to look for improvements to this procedure and avoid any further occurrences of the incident.

10. CLASS PLACEMENTS

All children are placed in a class or group in accordance with their age, as of September 1st. Groups are formed to ensure a balance between gender and abilities.

An identical curriculum is followed in parallel classes. The children will work with all their peers and teachers across the year group. There are numerous opportunities for children to mix academically and socially with children who may not necessarily be in their class.

11. CLOTHING AND UNIFORM REQUIREMENTS

School uniform is not compulsory for Nursery pupils although we request that all children have a school sweatshirt. 'Best' clothes are unsuitable for Nursery activities. Long dresses may particularly inhibit your child's movement on PE days (???) and we would advise against these being worn on such days. Your child's teacher will inform you of timetabled physical education sessions although there are often impromptu opportunities for physical play. Your child should recognize all their outer items of clothing, including shoes and socks. Practice taking these items on and off unaided would be helpful.

All Nursery children should bring a spare set of named clothes (including socks) to school in a drawstring bag which will remain on your child's peg. These will be sent home every term and we ask that you change these so that they are appropriate for the upcoming season and continue to fit your child.

To make it easier for young children to hang their coats and jackets independently we ask that all coats and outer items have an additional large hanging loop attached to them.

Uniform is compulsory from Reception onwards. The school outfitters are Uniform4Kids and uniform lists are available from the School Office.

12. COLLECTION, DROP-OFF AND SCHOOL ACCESS

The pupil entrance (main blue door) is opened and manned at collection and drop-off times. Outside these times, the entrances are locked and access is through a video-phone entry system at the red door. On entry, parents/visitors are asked to report to the School Office and not to approach the classrooms. The School Office will issue a 'Visitor' pass following the signing-in process

START OF DAY

The school doors open at **8.30am** when parents may accompany children into the building/classrooms. We do find that most children during their Reception year become familiar with routines and are more than happy to make their own way to their classrooms.

A member of staff, often the Headmistress, is always present to greet the children and parents. Pupils are encouraged to say a formal 'Good Morning' and invited to shake hands. The school day officially begins at

8.50am	for Year Two children
8.50am	for Nursery, Reception and Year One children
12.45pm	for Afternoon Nursery

We understand that lateness is occasionally unavoidable. Pupils are, however, greatly disadvantaged by continual lateness and we would ask that you ensure that your usual arrangements allow your child to arrive well in time and be picked up on time.

EARLY DROP-OFF

In order to help families with logistical difficulties, early drop-off is available at 8.15 am. Children will be supervised by a member of staff doing a quiet activity in the library area. Children entering at 8.15 am **must enter the building unaccompanied** and teachers and classrooms may not be accessed by children or parents at this time.

COLLECTION

In the event that a child is not collected at their appointed dismissal time, the procedure is:

- The duty member of staff waits 10 minutes with the child at the designated collection point both at School and offsite.
- If contact cannot be made with the 'first contact name', then the 'second contact name' is phoned.
- The 'Parent Contact Sheet' is always taken off-site.

At School

1. The member of staff takes the child to the School Office.
2. The parent is called and informed that the child is waiting for collection.
3. The child waits with a member of staff until the parent/carer arrives.

Offsite

1. The member of staff waiting with the uncollected child, phones the School Office. If the School Office has had a message that the parent is running late, the member of staff is informed and waits with the child until the parent/carer arrives.
2. If no message has been received, the member of staff contacts the parent and informs them that the child is waiting for collection.
3. The child waits with a member of staff until the parent/carer arrives.
4. In the event of no contact being established, the child is brought back to school by the member of staff.
5. All contact numbers related to the child are tried until contact is made.

PROCEDURES IF A CHILD HAS NOT BEEN COLLECTED AFTER 1 HOUR

If the child has not been collected and no appropriate arrangements made by one hour after the end of the designated finishing time, the Headmistress or in her absence the Deputy will make a decision on whether Social Services should be contacted. This decision will only be made in consultation with another Senior Management Team member. If neither the Headmistress or the Deputy are present and contact cannot be made with the Headmistress or the Deputy, the Headmaster of the Junior Branch will be consulted. If Social Services are contacted, The Headmistress will agree with them a course of action specific to the circumstances and ensures that the actions required of the school are completed and passed on to colleagues.

Until such a time as the child is passed on into the care of those within the actions agreed with the Social Services, the staff will continue to provide appropriate care and reassurance to the child.

As soon as practicable after the incident, the Headmistress will record the incident and outcomes in the appropriate log.

Morning Nursery finishes at **11.45am**.

Afternoon school finishes at

3.00pm for **Nursery and *Reception**

3.10pm for **Year One**

3.20pm for **Year Two**

*Reception pupils may be collected at 12.00pm on Wednesdays until they turn five.

Visits to the Sports' Fields

- **On Monday afternoons collection for Year Two pupils is from the UCS fields at 3.00pm**
- **On Wednesday afternoons collection for Year One pupils is from the UCS fields at 3.00pm**
- **On Friday afternoons collection for Reception pupils is from the UCS fields at 3.00pm**

Visits to UCS Active Swimming Pool

- **On Thursday afternoons collection for Year One and Year Two pupils is from UCS Frognaal after swimming at 3.00pm**
- **On Tuesday afternoons (Summer term only) collection for Reception pupils is from UCS Frognaal after swimming at 3.00pm**

There may be variations +/- 10 minutes to these collection times if the children have participated in off-site activities. You will be informed well in advance of any extraordinary arrangements.

Children are able to wait for siblings if collection times vary.

On the **end of term days** school finishes at the following times:-

Nursery 11.45am

Reception 12.00pm

Year One & Year Two 12.10pm

At the end of the Summer Term dismissal is at 12 noon from Frognaal for **Reception, Year One and Year Two pupils**. **Nursery pupils are to be collected from The Phoenix at the usual time of 11.45am.**

13. FEES AND OTHER PAYMENTS

All parents should have a copy of the School's Admissions Agreement, which sets out the terms and conditions related to fee payment and withdrawing your children from the school. Fees are due, on or before the first day of each term and an invoice will be sent directly to you from the Bursary.

The school has a direct debit system in place for fee payments and we ask that fees are paid in this way although this is not obligatory. You should receive a direct debit form in order to set this up. Any queries regarding invoices, fees or other methods of payment must be directed to:

Ms Bozena Ziobro
UCS Bursary Department
020 7433 2145

Cheques should be made payable to The Phoenix School and sent directly to the UCS Bursary Department, UCS Frogna, London, NW3 6XH.

The fees include your child's personal accident insurance and all activities that take place within the school day. There are no extras charged for school outings, swimming, cooking, snack etc...

School Fees insurance is an optional extra. Please contact Bozena Ziobro if you require the information regarding this scheme.

Optional activities-Before/After School Clubs

The following activities are optional and, where indicated, charges will be made (see separate sheet for details of costs).

- Ballet (Nursery, Reception)
- Tae Kwon Do (Reception, Year 1, Year 2)

- Individual Music Lessons Year 1 and 2
 - Piano
 - Violin

- Chess Club (Reception, Year 1, Year 2)
- Art (Reception, Year 1, Year 2)
- Sport Academies (Reception, Year 1, Year 2)
- Choir (Year 1, Year 2)
- Gymnastics (Year 2)

Please note that there are minimum pupil numbers needed for clubs to run.

14. FOOD

Snack

Home snack is not required.

Nursery children are provided with fruit and water throughout the day.

Primary children have a choice of water, fruit, and plain biscuits.

The school provides water bottles allowing pupils to drink water at regular intervals through the day

Lunch

All Primary and Nursery children staying the full day should bring a packed lunch which must come into school at the beginning of the day. We ask you to provide a sensible, healthy lunch but understand that each child has different likes, dislikes and nutritional requirements. Several, small portions of a variety of foods seem to interest children most.

Lunch is eaten under supervision in the classroom. If utensils are needed these should be sent in the lunch box. We are unable to heat lunches for pupils. We ask that no messy or sticky foods, such as those in squeeze tubes be included.

Large portions of uneaten food are sent home with your child so that you are able to monitor your child's likes/dislikes and their appetite. We do our best to encourage children to 'try' everything that you have sent but do not insist that all food is eaten. Children are reminded to eat their sandwich/savoury portion first before moving on to their fruit or supplementary items and are asked not to share lunches. We can always provide an 'emergency lunch' if a child requires one.

The Phoenix has a nut-free policy. Any food we provide in school will not contain nuts, although you should be aware that the manufacturers of ingredients and foodstuffs that we use cannot guarantee that all their products are free from traces of nuts. We ask you not to send nut products in your child's lunch. Please notify us of any special food allergies that your child may have.

On school outings a home packed lunch, including a drink, must be provided in a named plastic bag. All items will be disposed of after lunch.

15. HEALTH, SAFETY AND FIRST AID

We make it our responsibility in so far as it is within our control, to ensure that every child is in a safe and protected environment. We ask every parent to complete a comprehensive and confidential medical form, which is held on file in the school office. This enables us to deal with your child should an emergency arise and be as vigilant as possible with regard to any special circumstances. If we require further advice as to how to meet your child's needs we may consult our school nurse/doctor.

MEDICATION AT SCHOOL

All parents will be asked to complete a medical history form. If your child requires any regular medication, the school must be informed in writing. If your child requires occasional medication for example, when returning to school after an illness, we ask that you complete a Parental agreement for school staff to administer medicine. We can only administer medicines which have been prescribed by a doctor and we cannot administer medication in school without your written permission. This must give us full details of the dosage etc. If you bring medicine to school and require it at home please remember to collect it at the end of the school day.

ANAPHALAXIS/ALLERGIES/ASTHMA

We aim to keep the school as nut-free as possible. (See guidelines under Food). If your child has an **allergy** we ask you to complete and return the *Child Allergy Treatment Plan* which makes us aware of any allergies that your child may have and what we should do in an emergency. We ask that you send in two labelled Epi-pen Auto-Injectors, if used.

If your child has **asthma** we ask you to complete and return the *Child Asthma Treatment Plan*. If your child has **asthma** please send in two labelled inhalers.

Children who require emergency medication e.g epi-pens and inhalers have their own individual medical kits kept in a prominent position in the child's classroom. This kit accompanies the child to every off-site activity. We will ensure that all treatment information will be circulated to all staff.

Please ensure that you inform the School Office if any of this information changes.

ILLNESS/INJURIES

If your child receives a minor injury a member of staff will administer first aid. For head injuries or any injury which may be of a more serious nature, we will contact you immediately. In these situations we will always seek expert advice and if necessary, an ambulance will be called. An accident report form (no matter how minor the incident) is always completed and a copy of this sent home to you detailing the incident, action taken and any follow up required.

If children fall ill during the school day and are unable to fully participate in the day's programme parents will be contacted and asked to collect pupils. We would urge you to keep your child at home if they appear at all unwell.

SUN PROTECTION

Phoenix pupils can spend up to three full afternoons per week outside and we take the issue of sun protection very seriously. On any days when there is a risk of sun-exposure we require your child to bring their school hat that provides cover. We expect that you will apply sun cream to your child before they come to school. If your child requires a re-application at lunchtime we ask that you send a labelled 'bottle' of roll-on lotion as children find this method easier to apply to themselves.

HEAD LICE

On occasions, head lice are present in school. In order to avoid this we ask that you remain vigilant and check your child's hair carefully on a regular basis. If head lice are detected please inform us immediately and we will send a note to all members of the class asking that a thorough check is done. By being vigilant, thorough and conscientious we are best able to keep this problem under control.

Children who have had their hair treated need not be excluded from school as long as no live eggs are present. We do not carry out head lice checks but occasionally, detect head lice on our pupils. On these occasions, we will contact you and if collection is possible, it is in the best interest of your child to be collected from school and to be treated immediately.

IMMUNISATIONS

By the time your child has attained the age of 5 years they should have had all their early childhood immunisations. If you have opted for MMR single dose vaccinations we would ask that you ensure all of those vaccinations that were due, have been administered.

INFECTIOUS ILLNESSES

If your child has an infectious illness we would ask that even if they appear well, they are not sent to school during the period when they may be contagious. Please notify us of any such illnesses in order that we may alert other parents whose children may also appear unwell.

16. HOMEWORK

In Reception and Year One this will comprise of spelling, handwriting and mathematical tasks. Reading is always encouraged and on most days the children have opportunities to select a book to share at home.

In Year Two homework will be of a similar format but tasks and expectations will become more formal.

Your child has a 'Reading Record' and we ask that you note the book and pages your child has read. This helps the teachers assist your child with his/her future reading selections.

Teachers ensure that children are aware of the correct procedures for returning work but we emphasise that it is the pupil's responsibility to complete and return homework when required.

17. HOME-SCHOOL COMMUNICATION

Form Teachers/Key Persons are usually available for a 'quick word' at the beginning of the school day. If the matter cannot be dealt with at this time please arrange an appointment.

INFORMATION EVENINGS

Information Evenings are held at the beginning of the Autumn Term for Nursery parents and in June for the parents of children going into Reception, Year 1 and Year 2. The class teachers will explain to parents what they and their children can expect from the school during the course of the year, and will outline what the school will expect from them.

PARENT-TEACHER CONSULTATIONS

We believe that parents and teachers should have regular opportunities to talk to each other. When there is cause for concern or at any other time when the need arises. Formal parent-teacher consultations happen twice yearly.

DISCUSSIONS WITH THE HEADMISTRESS

Your child's Form Teacher/Key Person should be the first point of contact for any discussions related to your child's learning. If you wish to discuss matters beyond the classroom, such as future schools, please make an appointment to meet with Mrs Mason-Jones.

CORRESPONDENCE

General reminders and any other information will be sent home in book bags. All children from time to time will be required to return information to their class teacher. Your child should always have their book bag in school and take responsibility for returning any information that has been requested.

If any families require a second copy of such items please inform Sheila Hammond in the School Office

The Phoenix will send **text messages** via SIMS, to parents in the event of an emergency, or if there is a last-minute change to published information. Each family should provide up to two mobile phone numbers for this purpose. Please ensure you have completed the appropriate form.

18. LEARNING SUPPORT

If the need arises, the SENCO is available to make observations and advise on suitable strategies for learning. This may sometimes involve seeking advice and support from external specialists.

If we feel your child needs significant assistance to meet year level expectations we may discuss with you an individual educational programme (IEP). This will define small, often weekly, learning goals allowing learning to be monitored very carefully and success to be achievable.

19. MONEY, VALUABLES and TOYS

Please do not allow your child to bring any money or any other valuables to school for play purposes.

Topic related objects, pictures and books are always welcome and the teachers will inform you of the topic that is being studied. When items are requested for a project or specific learning purpose we would ask that you assess the risks associated with bringing any items to school. Of course, we will do our best to ensure the safe return of any items but we cannot guarantee this. All items that are brought to school, including toys and books, must be clearly named.

20. MUSIC, DRAMA AND FRENCH

Music and Drama

These activities play an important part in the lives of all Phoenix pupils who participate in regular music, movement and drama lessons as part of their curriculum.

Nursery children perform in two Open Music lessons; one in the Autumn Term and the other in the Summer Term.

There are two Primary drama productions which are usually musicals; one at the end of the Autumn term and the other in mid-June. Year Two pupils are given the leading/speaking parts. Parents are asked to provide no more than a simple costume e.g a coloured T-shirt/leggings. The children and teachers take responsibility for all scenery, props and other costumes.

Individual instrumental lessons can be arranged for Year One and Two children wishing to learn either the **violin** or **piano**; these being the most suitable instruments for young learners. You should be aware that your child may miss another lesson in order to receive individual music tuition (although timings of the lessons are rotated). All Year Two pupils learn the recorder.

In the Summer Term there is an instrumental concert at which all Year One and Year Two pupils are invited to perform. Any child regardless of whether they learn an instrument in school may perform. Final Assembly is another opportunity for whole school musical performances.

French

From the Summer Term of the Reception year, children are taught French at The Phoenix and they have one lesson every week. Throughout these, they are introduced to the language in a lively, fun and relevant way, appropriate to their particular age group. Speaking and listening activities, songs and games are based on the 'Jolie Ronde' French scheme.

21. OUTINGS AND OFF SITE ACTIVITIES

There are many opportunities for visitors and school outings and these are published on our termly calendar of events. All our planned outings/visitors have educational benefits and are directly related to the curriculum. We endeavour to organise at least one outing or in-house visitor, often more, for each year group per term. There is no additional charge for any outings/visitors.

CONSENT FORMS

For any additional outings, other than trips to the UCS sites, we will ask you to sign an additional Trip Consent Form. If this is not returned when requested, we may be unable to allow your child to participate in the activity. A full risk assessment is carried out before undertaking any outing.

22. PHYSICAL EDUCATION AND RECREATION

All children follow an enhanced and broad course of physical education including experiencing a range of leisure and recreational activities where the emphasis is on being 'fit for life' and 'participation for all'. PE and Games lessons take place in The Phoenix Gym and at the UCS Sports Fields. Swimming lessons take place at the UCS Active Swimming Pool located at UCS Frognaal.

Children travel to the Fields by coach and we ask that you arrange for them to be **collected from the Fields**. When Games are cancelled and children remain at The Phoenix for the afternoon you will be notified by **text**. All children wear tracksuits to school on the day they visit the fields.

If a child is unable to participate in off-site activities for reasons of injury or illness, he/she should be collected prior to the class departing for the Fields/pool. We regret that supervision cannot be provided for pupils who are unable to participate in the full physical education programme.

Swimming:

The swimming pool at UCS Active is reserved every Tuesday and Thursday afternoon for The Phoenix School. Reception pupils commence weekly swimming lessons in the Summer term and Year One and Two pupils swim all year. Lessons are 30 minutes for Reception, Year One and Year Two pupils. Small group instruction is provided to ensure the children gain water confidence and learn a variety of strokes and swimming techniques.

On swimming days the children are required to bring their lunch in disposable packaging and a back-pack style swimming bag containing a towel, swimming costume (one piece) and goggles if required. They should be able to dress and undress themselves and pack everything into their bags.

23. POLICY DOCUMENTS INFORMATION

We would like to inform you that you are entitled to view the following school Policy Documents and information. They are also available to view on the school website.

- Academic performance in previous year (upon request)
- Admissions Policy
- Anti-bullying Policy
- Behaviour and Discipline Policy (including rewards and sanctions)
- Child Protection/Safeguarding Policy
- Complaints Procedure (including number of formal complaints in previous school year, upon request)
- Curriculum Policy
- Exclusions Policy
- List of staff and their qualifications
- Procedures for activities off the school premises
- Special Educational Needs Policy (including EAL education and welfare provision)

24. REPORTING AND ASSESSMENT

In addition to Parent-Teacher Consultations, written reports should be seen as a supplementary way of providing you with information about your child. These reports discuss your child's individual achievements as well as providing a summary of all the activities that they have participated in over the term.

Reception pupils receive reports in February and July
Nursery, Year One and Year Two pupils receive reports in December and July.

25. THE PHOENIX PARENT GUILD (PPG)

All Phoenix parents automatically become members of The Phoenix Parent Guild which enables them to attend PPG meetings and to be elected to the committee which meets once a term. The Guild's function is primarily social and the committee organises parent social events, secondhand clothing sales and children's events during the course of the year. Members of the Guild also help organise the appointment of Class Representatives.

The Parent Guild has a Fund-Raising Sub-Committee which all parents are eligible to join.

The Parent Guild is not a PTA and it is not a channel through which school business is discussed even though the Headmistress sits on the committee in an *ex officio* capacity.

26. TRANSFERRING SCHOOLS

Our pupils secure places at a range of London day schools through the 7+ Assessment process.

The Headmistress and class teachers will meet with all Year One parents in the Spring Term of Year One to discuss options for their child's future schooling.

27. TRAVEL

Camden Council is increasingly proactive in its efforts to reduce school run traffic and parking in the borough is extremely restricted.

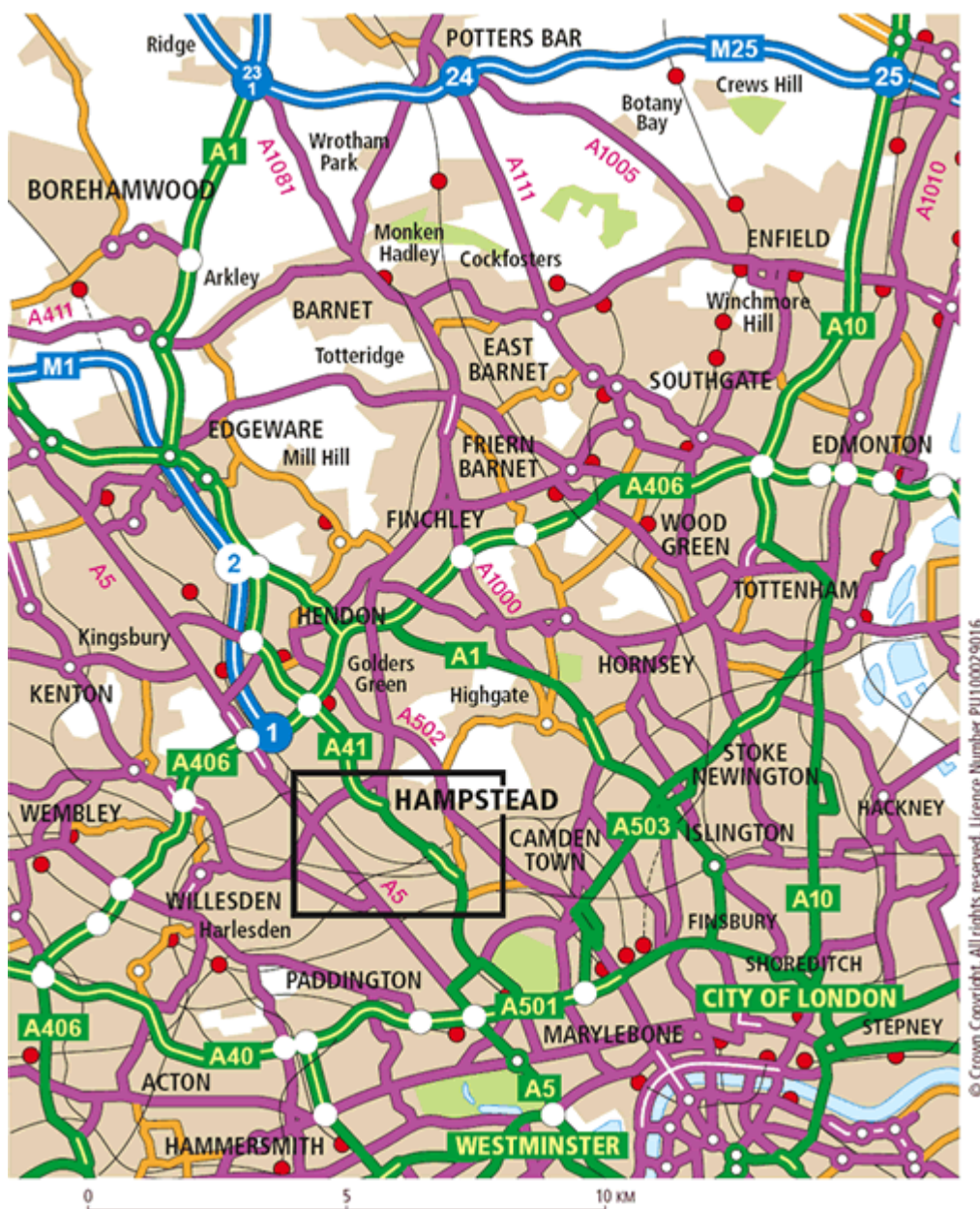
SCOOTERS

Many of our pupils use scooters to travel to school and we provide safe (outdoor) storage for these. We would recommend that pupils who scooter wear an approved safety helmet and that their scooter is very clearly named.

WALKING

Pupils walk between the sites of UCS and to other places of interest. Children from Reception age will regularly walk to and from UCS Frognal and the Junior Branch on foot.

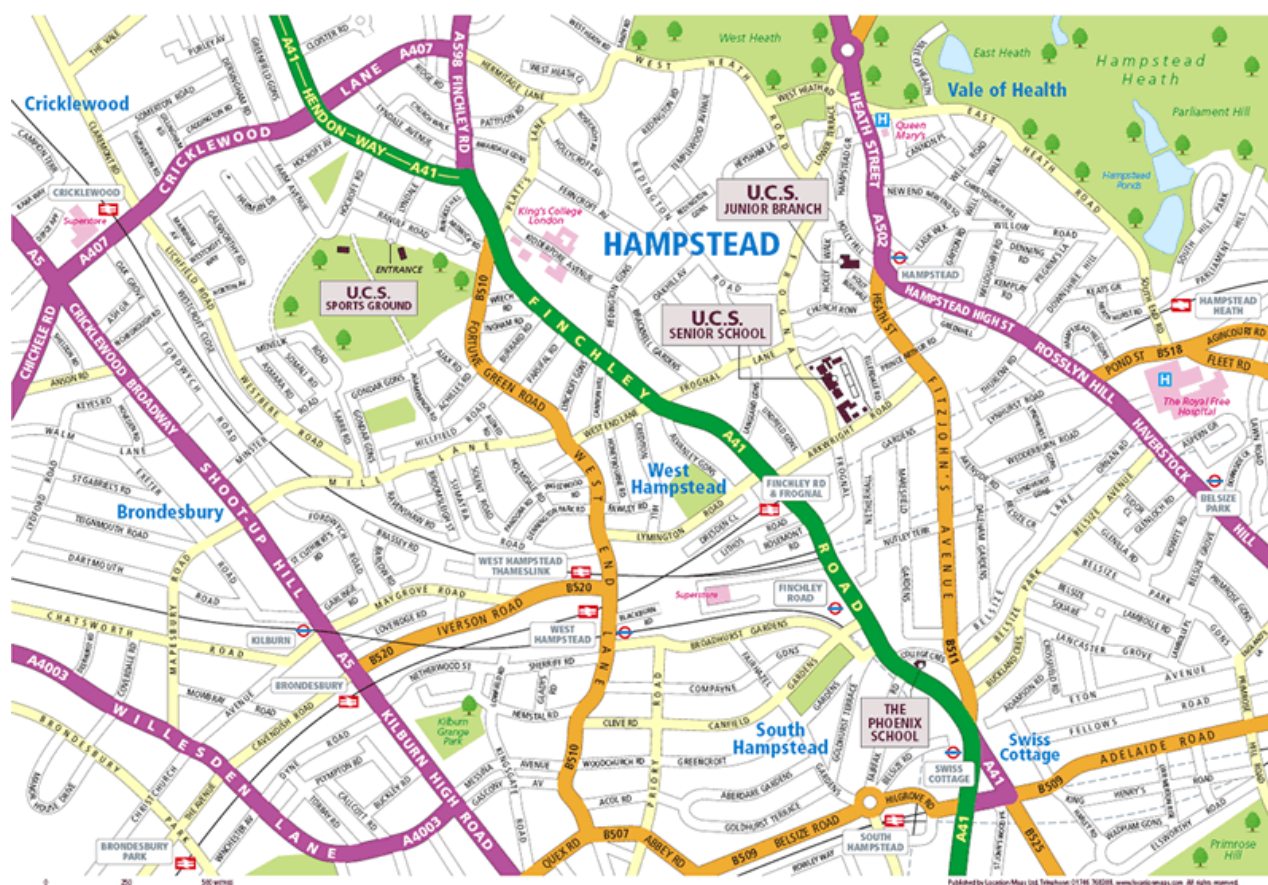
We will ask all parents to sign the *School's Consent Form* allowing their children on any occasions throughout the school year, to travel to and from the sites of UCS.



28. Map One: Hampstead
(See Map Two for the detailed view)

The School is situated in a predominately residential area with limited pay and display bays. Regrettably, there is no off street parking for visitors or staff at The Phoenix School.

Map Two: School and Sports Ground Location



By Bus:

Many buses stop close to the school on Finchley Road or Fitzjohn's Avenue.

By Underground:

Finchley Road is on the Metropolitan and Jubilee Lines. Swiss Cottage Station is also near The Phoenix School.

By Train:

Finchley Road and Frognal Station is on the North London Line.

Please consult TfL Journey Planner on-line for further assistance with travel arrangements.