

Welcome Booklet



Contact:

The Phoenix Centre

Rivers Esc

Old Essex Road

Hoddesdon

Herts

ENA011

Email: admin@riversesc.herts.sch.uk

Tel: 01992 453950 (Please ask to be transferred to the Phoenix Centre)

The Phoenix Centre provides Tier 3 and 4 support for children in DSPL4 and is managed by The Rivers ESC

Meet the team

Sue Camp -Phoenix Centre Lead

Felicity Skinner -Phoenix Centre teacher

Marie Henser -Behaviour support practitioner

Nicola Harmel -Behaviour support practitioner

Times of the day

The Phoenix centre is open for children from 10am to 2pm, Monday to Friday. Times your child attends may vary depending on their individual needs. All children are expected to attend by their agreed start time. Parking is available in the visitors section of the car park. Please bring children to the main entrance gate where a member of staff will greet you. If your child is not attending the centre due to illness or medical appointments please telephone the main office by 9-30am on the day of absence.

Our centre calendar is published on our web site. Our INSET days may vary from your child's primary school.

Uniform

Children attending the Phoenix Centre should wear their mainstream school's uniform and adhere to that uniform policy. Unless previously agreed with centre staff.

We encourage our children to change into soft slipper socks on arrival which we will provide for each child.

We access the outdoor environment every day, so please ensure your child has appropriate outdoor clothing eg coat, sun hat etc.

Food and drink

In line with our nurturing ethos all children will be offered snacks and a lunch time meal. We would rather children didn't bring in items from home unless they have previously agreed this with the Centre.

Part of our curriculum is preparation of food and snacks and all children take part in this activity on a regular basis. We will endeavour to provide healthy balanced options each day as well as hot and cold drinks.

Please ensure we are notified of any allergies or intolerances

Keeping in touch

Communication between home and school is essential, our staff are always on hand to discuss any queries or concerns you have. Your child will have a named key worker, but please feel free to talk to any member of centre staff. We will have regular 6 week reviews of progress and we encourage your input in these meetings.

We use Tapestry learning journal to record your child's educational journey and encourage you to access this software to celebrate your child's achievements.