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19th January 2021

Dear parents and carers,

Re: Year 8 Parents Evening

I would like to invite you to attend our Year 8 Parents Evening on Thursday 28th January. This is an important evening that provides you with an opportunity to talk with your child's teachers to discuss the progress they have made in their subjects.

Due to the current restrictions placed on the school because of the coronavirus, we are unable to welcome you into school to meet your child's subject teachers. However, the school has introduced a new initiative and easy to use online appointment booking system. This allows you to choose your own appointment time with your child's teachers and these appointments will take place through either video or voice call. You will also receive an email confirming your appointment times.

Appointments can be made from tomorrow Wednesday 20th January from 4pm and will close on Thursday 28th January at 4pm. Each appointment will last for a maximum of 5 minutes, please do not be offended if the class teacher brings your call to close, as the video call will cut out at end of the 5 minutes. If after this appointment you still have any unanswered questions please email the school with your queries.

Please visit <https://Thephoenixcollegiate.schoolcloud.co.uk/> to book your appointment, or alternatively do a google search for 'Phoenix collegiate school cloud'. (A short guide on how to add appointments and how to use the video calling is included with this letter). Log in with the following information:

- Your title, first name, surname and email address (it's important that these are details you have provided to the school)
- Your child's first name, surname and date of birth

If you do not have access to the internet, please contact the school office who will arrange a telephone call with the member of staff on another night.

Thank you for your continued support.

Yours faithfully,

Mike Smith
Head teacher

