



21st September 2017

RE: Important dates for your diary

Dear Parent/Carer,

I am delighted to introduce myself to you as the new Head of School for Phoenix Academy. Throughout the year I will be working closely with our Executive Headteacher, Mr Knight, and all members of the Phoenix community to provide and excellent education for your child. Communication with parents and carers is an important element of this, whether this be to celebrate the achievements of your child, discuss their progress, or inform you of any sanction they may have. We also believe that communication is best when it is two-way. For this reason we have identified a number of important dates, outlined below, which should be immediately added to your calendar.

Parents Forums

In order to ensure effective communication, I am delighted to invite you to a series of optional Parents and Carers Forums across the year. They are a chance to meet senior members of the Phoenix staff and hear about the vision for the school and the work we are undertaking to achieve this. There will also be a chance for you to ask questions about the Academy. The first parent's forum, on **Wednesday 27th September**, will focus on "Behaviour and standards: why they matter". The second forum will be on the same topic, with the following forums being on different areas.

Wednesday 27th September 2017 (17:45-18:30) – "Behaviour and standards: why they matter"

Wednesday 18th October 2017 (17:45-18:30) - "Behaviour and standards: why they matter"

Wednesday 22nd November 2017 (17:45-18:30) – "How to support your child's learning and how to keep them safe online"

Wednesday 7th February 2018 (17:45-18:30) - "What is success for a Phoenix Student?"

Wednesday 25th April 2018 (17:45-18:30) - "How we engage the wider community in our children's education"

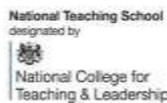
Thursday 12th July 2018 (17:45-18:30) – "Review of the Year"

Sixth Form Open Evening / Year 10 GCSE Evening - Monday 16th October 2017 (15:30-20:00)

Compulsory for all Year 10 parents/carers. Optional for Y.11 Parents/Carers looking to hear more about the 6th form. This is to enable all Year 10 parents to get an in-depth understanding of what is required of their child in order to succeed in the GCSEs.



Phoenix Academy is part of
The Future Institute



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Year 11 & 13 Mock results evening - Thursday 14th December 2017 (18:00-19:00)

Compulsory for all Y.11 and Y.13 Parents/Carers. During the mock-results evening your child will receive their Mock Exam results, in an envelope, as they would their real results. You will also hear from senior staff about how students can use the time remaining between now and their real examinations to give them every chance of success in life.

Year 9 Options Evening – Monday 22nd January

Compulsory for all parents/carers of students in Year 9. A chance to hear about the option blocks for GCSE students and the option choosing process.

Academic Review Day – Monday 19th February 2018 (08:00-15:20)

Compulsory for all parents/carers from Year 7-13. The school will be open throughout the day for one-on-one meetings between parents/carers and tutors. You will receive communication on this nearer the time in order to book your time slot to meet your child's tutor.

Year 11 Parents Evening - Monday 5th March 2018 (15:30-18:00)

Compulsory for all Y.11 Parents/Carers. A final chance to hear from your child's teachers about how they can ensure success in the summer exams.

Details of these and all subsequent future events will be put onto the News and Events/Calendar section of the school website. I look forward to meeting you throughout the year.

Yours sincerely,

Michael Baxter
Head of School

Prescribes Medication:

On a slightly different matter, please could you ensure that should your child have any prescribed medication which needs to be taken during the school day, that it is handed to reception, along with the prescription/medical note. It is essential that the school has oversight of any medication which your child is taking whilst in school. Any parent/carer wishing to send their child to school with medication should also write a letter outlining that their child is to take the medication. Thank you for your understanding on this matter.

21st September

RE: DDD and Trips Consent Form

Dear Parents and Carers

Over the course of the academic year your child will be given the opportunity to take part in a number of Drop Down Days (DDD's) as well as other school trips. There are six DDD's throughout the year, some of which may be offsite.

We are seeking permission from all parents to allow their child to attend off-site DDD's and trips without any additional prior notice from you. By signing this letter you are agreeing that your child may:

1. Attend any DDD/trip which falls within the school day (08:30 – 15:20)
2. Attend any DDD/trip which does not incur any additional cost
3. Travel on any appropriate transport as deemed by the school (TFL, coaches etc...)

However, should any DDD or trip meet any of the following criteria, we will contact you separately to gain your consent:

1. There is an additional cost required to be met by parents/carers
2. The trip is outside of school hours/overnight
3. The trip requires overseas travel or unusual travel

Please sign and date the below, asking your child to return this slip to the school reception by 08:30 on Friday 29th September.

Name of Child: _____ Year: _____ Form: _____

Please tick one of the following:

I give permission for my child to attend DDD's/Trips as outlined in the letter above.

I do not give permission for my child to attend DDD's/Trips as outlined in the letter above.

Name of Parent/Carer/Guardian (PRINTED): _____

Signed: _____

Date _____