Broadening Horizons to Aspire, Believe, Succeed

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9th September 2026

Dear Parents and Carers,

I hope this letter finds you well. As you will be aware, our annual **Open Evening** takes place next week at *The Phoenix Collegiate*. This is an important event in our calendar, giving prospective families the opportunity to meet staff, tour our facilities and experience the vibrant atmosphere that defines Phoenix.

To help us prepare the site and ensure the evening runs smoothly, **school will finish early for all students at 2.15pm on the day of the event - Thursday 17th September**. Please make any necessary arrangements for your child's collection. Staff will remain on site to supervise a safe dismissal.

We would also like to encourage **all parents and carers** to sign up for **Studybugs**, our new communication platform either through downloading the free Studybugs app or registering online. The link is: https://studybugs.com/about/parents .

Studybugs, will significantly improve the way we share information with families, streamline attendance reporting and reduce our reliance on traditional communication methods. By moving to this system, the school will save thousands of pounds each year — money that can be reinvested directly into teaching, learning, and student support. Your engagement with Studybugs will help us build a more efficient, responsive, and environmentally friendly communication process.

Thank you for your continued support. We look forward to welcoming many of you, and prospective families, to our Open Evening.

Yours faithfully,

Mike Smith
Headteacher