

Dear Parent/Carer

We are pleased to be able to inform you that **your child** has been placed into

School: Doyle

**Mentor group: (See emailed letter)**

### **Virtual Parent Meeting**

As part of transition, we are inviting you to an individual parent meeting with a member of our leadership team. For this we will be using our parents' evening software on a system called SchoolCloud. Please go to <https://shoreham.schoolcloud.co.uk/> or you can find this link under the parents' section of the academy website. The SchoolCloud system will also send you an email containing a link for your appointment, early next week. Please follow the on-screen instructions. Video appointments can be held on most internet enabled devices including computers, tablets and smart phones. Your appointment has been made for you:

Day: **Tuesday 6<sup>th</sup> July**

Time:

Member of Leadership team:

If you are not able to make this appointment, then please contact [vicki.pearson@shoreham-academy.org](mailto:vicki.pearson@shoreham-academy.org) to rearrange. Where possible we would encourage your son/daughter to attend this appointment with you. These appointments will be limited to 5 minutes and will be concise, targeted and focused conversations. If a more extended discussion is required, this can be arranged at another time. If you have any problems accessing your appointment, please call the academy on 01273 274100 and our reception team will try to assist you with this.

### **Virtual Transition Meeting**

We are delighted to invite you to attend our virtual live transition event for Doyle School where we will introduce you to key members of the school team, share more information with you and answer any questions that you may have. This is taking place on:

**Tuesday 6<sup>th</sup> July at 5.30pm to 6.30pm**

We are hosting this via MS Teams live event. Please use this link to join the event [Click Here](#). You do not need to download Microsoft Teams, the simplest way is to select 'watch on the web instead'

**Principal: Jim Coupe**

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and then 'join anonymously'. Note that if you are using a mobile phone to access the event you will need to download the Microsoft Teams App to join. You can add questions via the Q&A feature or email them to our transition administrator in advance, [vicki.pearson@shoreham-academy.org](mailto:vicki.pearson@shoreham-academy.org) . A recording of this event will be placed on the website.

If you need any guidance on participating in the Microsoft Live Teams Event then please click on Microsoft's instructional video [here](#). If for any reason the above link to the event does not work for you then please copy this link into an Internet browser.

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZmYwZmE5ZjltMDI1Mi00YmFjLWJjODQtM2JhMzM0NjhiNjVm%40thread.v2/0?context=%7b%22Tid%22%3a%227d3383a3-1047-442e-ae04-87d9feb4fb3e%22%2c%22Oid%22%3a%22ad9bb486-2304-4bbb-9ce0-cadb3a1e12a8%22%2c%22IsBroadcastMeeting%22%3a%22true%7d&btype=a&role=a](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZmYwZmE5ZjltMDI1Mi00YmFjLWJjODQtM2JhMzM0NjhiNjVm%40thread.v2/0?context=%7b%22Tid%22%3a%227d3383a3-1047-442e-ae04-87d9feb4fb3e%22%2c%22Oid%22%3a%22ad9bb486-2304-4bbb-9ce0-cadb3a1e12a8%22%2c%22IsBroadcastMeeting%22%3a%22true%7d&btype=a&role=a)

Following this session, if you still have questions or would prefer to have a personal conversation, then we would be very happy to arrange a telephone call with you to discuss individual questions. Please contact Vicki Pearson and she will organise a time for you to talk with a member of the transition team.

We hope you have been able to log onto FireFly as set out in my last letter and had the opportunity to view the whole school virtual tour. Now you know your school allocation you may wish to go back and view the relevant school section on the transition page. The guest log in to FireFly will be open all through the summer holidays so please do go back and look at the information as many times as you want, and encourage your child to do the same.

We look forward to welcoming you to our virtual events. Seeing your child during summer school and then seeing you in September.

Yours sincerely,



Lydia Shelley

Senior Assistant Principal



Hayley Merchant

Head of Doyle School

