



Hall Green Primary School,  
Westminster Road,  
West Bromwich,  
West Midlands,  
B71 2JQ.

Tel: 0121 588 2080

Fax: 0121 588 2218

Email: [alison.gilbert@hallgreenprimary.co.uk](mailto:alison.gilbert@hallgreenprimary.co.uk)

5<sup>th</sup> March 2024

Dear Parent/Carers,

We are aware that Phoenix Collegiate is holding 'Tours of the School' which will be available for 2 weeks from 11<sup>th</sup> March 2024 to 22<sup>nd</sup> March 2024. (Please see your welcome letter or contact Phoenix with any questions on 0121 588 8384)

The time slots are from:

- 1<sup>st</sup> Slot 09:30am – 10am daily
- 2<sup>nd</sup> Slot 10:30am – 11am daily

Should your child wish to go on this, please notify school by either, calling the school office on 0121 588 2080 or emailing [anne.shipleigh@hallgreenprimary.co.uk](mailto:anne.shipleigh@hallgreenprimary.co.uk) the absence will then be authorised.

**If you do not notify us, the absence will go down as unauthorised.**

We expect the children to return to Hall Green by the following time:

- 1<sup>st</sup> Slot – 10:30am
- 2<sup>nd</sup> slot – 11:30am

As the children will be back in time for lunch, a lunch will need to be ordered, with the school office, on the morning of their absence to enable us to give our kitchen accurate numbers.

**Please ensure you contact Phoenix Collegiate directly to book a place on a tour.**

Phoenix transition week will be on *Monday 1<sup>st</sup> July – Friday 5<sup>th</sup> July 2024.*

Please note, if your child is not going to Phoenix, different dates will apply; contact your allocated school for details.

Kind regards,  
Mrs Gilbert  
Head Teacher



*YOUR CHANCE TO SHINE*