

Our Ref: RB/JAS

13 January 2023



Wednesfield Academy
www.wednesfieldacademy.co.uk

Dear Parent/Carer

You are cordially invited to your son/daughter's Sixth Form Parents' Evening on Tuesday, 24 January 2023 from 4.00 – 7.00 pm.

The evening provides an excellent opportunity for you to meet with your son/daughter's subject teachers to discuss their progress.

Your son/daughter's teachers are now making appointments for the evening. It would be extremely helpful if you could let your son/daughter know the time slot you require for the appointment so they can make these accordingly with their Form Tutor. Please find attached an electronic copy of the appointment sheet which indicates the appointment times.

All appointments must be made by Monday, 23 January 2023 please.

Should your child study subjects at Smestow, the class teacher will arrange an appointment to take place via Microsoft Teams between 6.00 and 7.00 pm. The meeting invitation will be sent to your child's email address once the appointment time has been agreed.

Entrance to the Parents' Evening will be via the Staff Entrance which is accessible via the Staff Car Park off the Lichfield Road. Parking will be available on this car park from 3.55 pm. Details regarding the location of your appointment will be provided upon arrival.

Should you not be able to attend the Parents' Evening, please contact Mrs Smith, Acting Deputy Headteacher at ksmith@wednesfield.uwmat.co.uk.

If you require any further information regarding the format of this Parents' Evening, please do not hesitate to contact me at the academy.

We look forward to seeing you on the 24 January 2023.

Yours faithfully

Mrs R Beazley
Deputy Headteacher



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