

Our Ref JP/JB/RMO

22rd January 2024

Dear Parent/Carer



Wednesfield Academy
www.wednesfieldacademy.co.uk

Year 12 and 13 Progress Evening

I would like to invite you to attend our Year 12 and 13 Progress Evening on Wednesday 31st January 2024 at 4.00pm - 7.00pm.

This Progress Evening will take place in school. The school's online appointment booking system allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made from 9.00am on Wednesday 24th January 2024. and will close at 1.00pm Wednesday 31st January 2024. Should you wish to make any changes to your appointments after this time, please contact your child's House Office.

Please visit www.wednesfieldacademy.com/bookings for a parental guide to book your appointments.

If you are arriving by car parents can park on the main school car park and enter the school via the staff entrance. Doors will open at 3.55pm, where you will register your attendance with a member of leadership and be presented with a list indicating where all teachers are located. All staff will be on the bottom floor for easier access and so you can get to your appointments quicker than walking the whole school site.

Please note that appointments are strictly limited to 5 minutes, and we ask that you kindly stick to your appointment times. This is to ensure all parents get feedback from their teacher and so that appointments stay on schedule. If you have any remaining questions following your appointment, please contact the Sixth Form Office.

Yours faithfully



Mr J Phillips
Headteacher



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Wednesfield Academy



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