

Our Ref: JP/JAS/Comms

9<sup>th</sup> February 2024



Dear Parents/Carers

I am writing to all parents to remind anyone who is unsure of the best way to communicate with the school. If your child is in year 7 to 11 then please contact your child's Head of House. You can do this by calling 01902 558222 or emailing [postbox@wednesfieldacademy.co.uk](mailto:postbox@wednesfieldacademy.co.uk). The Heads of House and Assistant Heads of House have teaching timetables, if they are not available when you call they will call you back. There is also a House PA in each office who can take your call, although there may be times when they are on the phone to another parent. The House teams are listed below for you to see the relevant staff names:

DUDLEY	KENILWORTH	TAMWORTH	WARWICK
Head of House: Miss Batten Assistant Head of House: Mr Harris House PA: Mrs Cooper	Head of House: Mr Solway-Blower Assistant Head of House: Mr Harris House PA: Miss Sherman	Head of House: Mr David Assistant Head of House: Miss Nash House PA: Miss Baldwin	Head of House: Mr Joss Assistant Head of House: Miss Nash House PA: Miss Yates

If your child is in Sixth Form, there is a Sixth Form office to contact. Please do this by calling the school or emailing the postbox address for the attention of Mrs Gwatkin (Head of Sixth Form), Miss Brough (Sixth Form Co-ordinator) or Mrs Oakley (Sixth Form Administrator).

If there is a more serious subject, or you have not been able to communicate with the house office, then please email the postbox address. If you do not contact the school using the methods, outlined above it is very difficult for the school to provide the support required. Wednesfield Academy is always looking to improve and parental feedback is a pivotal part of this. Recently I have had discussions with parents regarding homework, lessons support and revision. These parents raised their matters through the above channels and their feedback has been very useful in helping the school develop.

Thank you for your continued support and I would like to wish all pupils an enjoyable half term.

Yours faithfully

Mr Phillips  
Headteacher