

Our Ref JP/JB/RMO

29th February 2024



Wednesfield Academy
www.wednesfieldacademy.co.uk

Dear Parent/Carer

Year 9 Parents Evening

I would like to invite you to attend our Year 9 Progress Evening on Wednesday 13th March 2024. This is a great opportunity to discuss your child's options with their class teachers.

This progress evening will take place online via video appointments. 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. At the time of your appointment, you can join a video meeting with your child's teacher by logging into your appointments and clicking the 'join video meetings' link.

Appointments can be made on the Matrix Academy Trust or WeDuc app from 10.00am on Thursday 29th February 2024 and will close at 1.00pm Wednesday 13th March 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 parental guides to book and join your appointments.

Please note that video appointments are strictly limited to 5 minutes, a timer at the foot of the screen indicates the length of time remaining in the meeting and after 5 minutes the video link will close. Your child's teacher has no control over this. If you have any remaining questions following your appointment, please contact your child's house office.

If you do not have access to the internet, please contact your child's house office, who will arrange a telephone consultation to give you information about your child's progress. You can do this by calling 01902 558222 or emailing postbox@wednesfieldacademy.co.uk.

If you have a slow internet connection at home, please ask other users of tablets, gaming consoles or television applications to refrain from using these for your meetings. If your video appointment is unsuccessful, a follow up telephone conversation can be arranged with your child's house office.

Yours faithfully

Mr Phillips
Headteacher