

Our Ref JP/EH/RMO/OpenEvening

5th September 2024



Wednesfield Academy  
www.wednesfieldacademy.co.uk

Dear Parent/Carer

For Open Evening on Thursday 19th September 2024, between 4.00pm-7.00pm, we welcome pupils to return to school to assist in departments and work as ambassadors for the school.

If you consent for your child to help at Open Evening, please complete the permission slip below and ask them to return the slip to the department in which they are helping.

If your child is attending, they must wear full school uniform, or the school's PE kit, if helping in that department, and bring a drink. They must report to the department that they are assisting in during the evening by 3:45pm, so that a register of their attendance can be completed. The evening finishes at 7.00pm. Please be mindful that the school site is very busy during this evening, so it is important that you arrange a location to meet your child if you are collecting them. You are responsible for arranging their safe transfer to and from school.

I thank you for allowing your child to take part in this very important evening for the school and I look forward to seeing them participate.

Yours faithfully

Mr Phillips  
**Headteacher**

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**Opening Evening, Thursday 19<sup>th</sup> September 2024**  
**Permission Slip**

I give permission for my child: ..... Form: .....  
to support at Open Evening on Thursday 19th September 2024.

They will be supporting in the .....department. I understand that I must  
arrange for their safe travel from school at 7.00pm and that I have arranged a place to collect  
them.

Parent/Carer Signature: ..... Dated .....

**Permission slip to be returned to department supporting**