

Our Ref JP/RB//RMO

28<sup>th</sup> November 2024



Dear Parent/Carer

### Year 11 Progress Evening

Wednesfield Academy  
[www.wednesfieldacademy.co.uk](http://www.wednesfieldacademy.co.uk)

I would like to invite you to attend our Year 11 Progress Evening on Thursday 12<sup>th</sup> December 2024 from 4.00pm to 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 Thursday 5<sup>th</sup> December 2024, and will close at 1.00pm on Thursday 12<sup>th</sup> December 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](http://www.wednesfieldacademy.com/bookings) for parental guides to book your appointments.

If you are arriving by car, parents will be able to 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 copy of your appointments and a list indicating where all teachers are located. All staff will be based on the ground 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 appointments stay on schedule. If you have any remaining questions following your appointment, please contact your child's House Office.

Yours faithfully



Mr Phillips  
**Headteacher**