



Wellfield Academy

Executive Headteacher Mrs L Gwinnett
Head of School Mr J Lewis

Tuesday 14th September 2021

Dear Parent/ Guardian,

September Open Evening: Guides and Helpers

On Thursday 23rd September, we are holding our Open Evening for prospective pupils and parents. Parents have the opportunity to come into Wellfield Academy to see what we offer and to ask us questions about the fantastic progress we've made so that they are well informed when choosing their high school destinations.

It is a major event on any school calendar and requires an amount of extra work from staff and students alike. In order to facilitate this, we will be operating an early closure on that day, so that staff in the school can complete the necessary preparations and, equally importantly, the many student volunteers can take a break before heading back in at 4.45pm for over three hours of representing and showcasing the school. We will begin to welcome prospective parents and pupils from 5.30pm which will finish at 8pm).

Therefore, we intend to finish at **12.30pm** on the day; the same time as we would at the end of term. Regarding buses and transportation, our own minibus service will transport students to their normal drop off points from 12.30pm. If you think there will be a difficulty in your child getting home at that time, get in touch and we will make the necessary arrangements. Also, if you need your child to stay in school for the full duration of a normal school day, let us know and we can supervise them until 3pm.

We will operate an extended break (11.05-11.30am) on the day to allow students to order from our slightly adapted lunch menu before they return to class for period 3 (11.30-12.30pm) which will include a second registration for students. Students can also continue to order lunches to then be collected from 12.30pm should they wish. All students in receipt of FSM should also order their lunch and collect from the canteen at the end of the day.

We are excited to showcase our school and we would be delighted if your son/ daughter were able to assist on the evening. For this evening, many of our students act as guides around the school and helpers in subject areas. Our student volunteers are a credit to the school and play an important part in the Open Evening. They are the best ambassadors of the school after all. The experience also helps them to develop their confidence as they talk extensively with our Year 5 and 6 visitors.

If you would like your child to attend this event, please sign the slip below and return to the school office by Monday 20th September. They need to arrive at school by 4.45pm in full smart school uniform. The evening ends at 8pm so it is important that you arrange for them to arrive home safely. There will be some light refreshments available for students during the evening. A 30 minute meeting will take place after school to help prepare the students for the evening and remind all of our general expectations, date and time to be confirmed.

Thank you for your continued support as we Please do not hesitate to contact us directly at enquiries@wellfieldacademy.org should you have any additional queries.

Yours sincerely,

Mr J Lewis

PARENTAL/CARER PERMISSION SLIP

Please return this form to the school office

By Monday 20th September at the latest

Name of Student: _____ **Tutor Group:** _____

Event: **Open Evening 2021**

Date and time: **Thursday 23rd September (arrival at school for 4.45pm. 8pm finish)**

I would like my child to participate in the above event

Please tick and complete (if relevant) the following:

I confirm that there is no change to the medical and/or emergency contact information since the last time this was provided to the school.

There has been a change to the medical and/or emergency contact information since the last time this was provided to the school. Please note details below:

Parent/Carer Signature: _____

Print Name: _____