



Wellfield Academy

Headteacher Mr J Lewis

Open Evening Helpers

Dear Parent,

On Thursday 19th September, we are holding our Open Evening for pupils and parents from local Primary Schools. To allow our students time to have some food and a break before the evening and for staff to prepare for the evening, the school closes at 12:30pm. More details regarding the arrangement for this day for all students will be sent out soon.

As many of you will have attended a previous Open Evening when you were making the important high school choice decisions, you will be aware that our students are pivotal to the success of the evening. They do a fantastic job of guiding around families and supporting teachers in subject areas. As we are expecting to be busy, we are hoping for lots of volunteers to support. It is an expectation that all students on the Junior Leadership Team will be available, it is encouraged that all Prefects be involved, and we would also like to extend the invitation to all students who would like to support with this important event. This is open to new year 7 students, although they are new to the school, they will provide a useful insight into how transition works. We are proud of our school, and we know our students are too and they will be excellent ambassadors for the evening.

For those students who have decided to act as a guide or helper they need to arrive back at school by 4pm in full smart school uniform. We ask that students do not arrive before 4pm unless they have been specifically requested to do so by a teacher. Students should enter via the school office and go straight to the canteen, where they will be registered. The evening ends at 7:30 pm, so it is important that you arrange for them to arrive home safely.

If your child would like to help at this event, could you please consent via this [online form](#). Alternatively, they may get a paper copy from the school office and use the reply slip below. If you require further details please do not hesitate to email ask@wellfieldacademy.org with the subject "Open Evening".

Yours sincerely
Mrs L Park
Assistant Headteacher

I give permission for _____ Tutor Group _____
to act as a guide or helper at Open Evening on Thursday 19th September.
I accept responsibility for their return home once the event ends at 7:30pm.
Signed: _____ Parent/Guardian