



A community of transformation founded on love, hope & trust

St Mark's Church of England Academy

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www.stmarksacademy.com

Headteacher: Aimee Gallagher

10 September 2026

Dear Parents and Carers,

RE: YEAR 6 OPEN EVENING

Our annual **Year 6 Open Evening** is due to take place on **Wednesday 23 September**, from **5:00pm to 7:30pm**.

This event provides an excellent opportunity for prospective students and their families to experience life at our school and learn more about the exciting journey from primary to secondary education. During the evening, new families will be invited:

- Take a guided tour of our school facilities.
- Meet our dedicated teachers and support staff.
- Learn about our curriculum and enrichment opportunities.
- Gain an insight into daily life at secondary school.
- Ask questions and find out more about the support available for students as they transition into Year 7.

Alterations to the School Day

To support staff and students supporting this event, there will be a temporary change to the school day for current students.

Wednesday 23.9.26

- Students will be dismissed at 2:15pm
- Students entitled to **Free School Meals** will receive their meal provision at lunch as normal.

Thursday 24.9.26

- School will open at 10:10am
- Line up and phone drills will take place at 10:17– students will be marked late after this point.

Student Ambassadors

As with every year, we would like student volunteers from Year 7, 8 and Sixth Form to act as ambassadors for the school and help us welcome prospective Year 6 pupils and their families. If your child is interested in being a tour guide for the evening, please complete and return the attached permission slip or ask your child to speak with **Miss Bowen**.

Students participating as tour guides will be dismissed from school with the rest of the student body at 2:15pm and should return to school by **4:30pm**. The event will conclude at **7:30pm**, at which time students will be dismissed.



If your child would like to support a specific subject area during the Open Evening, they must speak directly with their subject teacher to obtain a subject-specific permission slip and further information regarding their role.

We greatly appreciate the support of our students, who play a vital role in showcasing our school community and helping visitors experience what makes our school such a special place to learn and grow.

Yours faithfully,

Miss Bowen EBowen@stmarks.anthemtrust.uk

Assistant Principal – Pastoral and Careers

Permission to support as tour guide

FAO Miss Bowen EBowen@stmarks.anthemtrust.uk

Name of student	
Coaching Group	
I consent to my child supporting the school by delivering tours from 4:30pm-7:30pm	Parent/carer signature
I consent to my child being dismissed at 7:30pm and will make arrangements for them to be collected or make their own way home	Parent/carer signature