



KING EDWARD VI SCHOOL LICHFIELD

Upper St John Street, Lichfield, Staffordshire WS14 9EE

Tel: 01543 255714 | Web: www.keslichfield.org.uk

Email: office@keslichfield.org.uk

Headteacher: Ms J Rutherford BA (Hons)

16 July 2024

End of Year letter July 2024

Dear Parents and Carers,

As we approach the end of another successful academic year, we wanted to take this opportunity to thank you for your continued support and collaboration.

Our students have developed so much since joining us last September and making the journey from Year 11 to a more independent way of learning in Year 12. Over the year, there have been many opportunities for students to be involved in and it has been fantastic to see their success in sports events, Young Enterprise, musical concerts and many others. The Ashmole Society ran a brilliant fund raiser, providing many months of meals for the local Food Bank. Year 12 students are role models for our younger students and they have shown commitment to their school and wider community.

We are very proud of the wellbeing garden we have developed to the rear of the Sixth Form block. Mr Haigh recently led the Sixth Form team in constructing raised beds, providing a space for some sensory plants such as grasses and herbs as well as additional seating around the edges. We eagerly await the arrival of some new picnic benches that were kindly given by the PTA to develop this space further. We hope with some better weather the new Year 13 will be able to enjoy this further in the Autumn term.

It has been a pleasure to see students thriving in their subjects on their new programmes of study. Working closely with Mrs Duval, our Learning Mentor, we have supported students to develop the skills to be successful in Sixth Form. As Mrs Duval leaves us this Summer, Mrs Hardy will be taking over this role and will be based upstairs in the LRC, working closely with Mrs Crowley our LRC Manager.

We have started working on post 18 options this Summer to ensure students make informed decisions about their next steps. Visiting the UCAS Discovery Event at Birmingham NEC, alongside our Post 18 options day with visiting speakers on university and apprenticeships, has encouraged students to begin thinking about this exciting new phase in their lives. There will be an information evening on how the UCAS system works in school in September. For now, you can find a guide to UCAS applications and key dates on our website at [UCAS and Post 18 Options - King Edward VI \(keslichfield.org.uk\)](http://www.keslichfield.org.uk)

In preparation for the new school year would like to draw your attention to a few items that will allow for a positive start in September and ensure you have some key information in one place.

Student Induction Day

All students will return to school on **Wednesday 4th September 2024** for an induction day. Each year group will have a bespoke set of activities tailored to their particular needs. The induction day will focus on developing the key skills that students in each year group will require in order to be successful in their forthcoming year of studies.

In order to provide our new Year 7 students with a less congested start and finish to their first day in school, we will be staggering the timetable for other year groups. Students must go to Bader Dining Room if they have to arrive early or wait for transport at the end of the day.

Here are the timings of the day (more detailed information will be sent out to students via Satchel One):

YEAR GROUP	START	FINISH
YEAR 7	08:50	15:15
YEAR 8	09:10	14:45
YEAR 9	09:40	14:45
YEAR 10	10:10	14:15
YEAR 11	10:10	13:45
YEAR 12	08:50	15:15
YEAR 13	09:40	12:30

From Thursday 5th September 2024, all students should be on site for 8.45am and finish at 3.15pm, which are the timings of our normal school day.

Mobile Phones

In line with recent DFE Guidance, [Mobile phones in schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk) Students in Years 7-11 are not permitted to use mobile phones during the school day. We appreciate that parents and carers may wish students to have their phones for the journey to and from school. From 8.45am – 3.15pm phones should not be *seen or heard* and must be *turned off and kept in bags*. Students are not therefore permitted to use their phone to look at their timetable or to find out the time. We advise that students keep a copy of their timetable in their planner or bag and that they wear an inexpensive wristwatch to school. Students who persistently break this rule will have their phone confiscated and parents/carers will need to collect this from main reception after the end of the school day.

Sixth Form students may use their mobile phones in the social areas in the Sixth Form block and in lessons when express permission is given. Otherwise, they have the same requirements as Years 7 – 11.

Uniform

To assist parents and carers in ensuring students have the correct uniform for September, please view our guidance on the school website [Uniform - King Edward VI \(keslichfield.org.uk\)](https://www.keslichfield.org.uk), We would ask all parents and carers to check that items of uniform are in line with our expectations. Please pay particular attention to the guidelines regarding skirts, trousers and footwear, to ensure that your purchases meet the criteria set by the school.

Equipment

As part of our commitment to ensuring the highest standards, each student should have a pencil case containing basic equipment to support their learning and examinations. The school information pack and posters in classrooms state that all students should have at least:

- Two pens
- A different colour pen
- Pencil
- Ruler
- Highlighter
- Glue stick
- Mathematical equipment e.g. calculator

Sixth Form students may need specialist equipment for different subjects, which their teachers will inform them of.

Attendance & Punctuality

All students must be on site by 8.45am for an 8.50am prompt start to tutor time (registration.) The Johnson gates will automatically close at 8.45am. Students should therefore ensure they are on site in good time.

Regular and punctual attendance at school is not only a legal requirement but helps to ensure that students are able to make the most of their educational experience, realise their full potential and get the best possible start to their adult life. If your child is too ill to attend school, a parent/carer should contact school **via text on 07860 034183 before 8.30am** on the first day of absence and leave the following details:

- Student name
- Tutor group
- A brief reason for the absence
- Estimated length of absence

If your child's attendance falls below our minimum expected target of 96% throughout the year, we will contact you in line with our whole school attendance strategy to offer support.

During the school day if a Sixth Form student is unwell or needs to leave school for an appointment, they **must** report to Student reception to be signed out/ home contacted before leaving.

Leave of Absence

Leave of absence refers to any pre-planned absence from school (part lesson, lesson, full or part day) that is for a reason other than one related to time off for medical appointments or illness. Leave of absence should be applied for by completing the online form at least 5 days in advance of the absence and a separate form should be completed for each student. A formal response will be sent to parents/carers. Please note that absences for holidays are **not** marked as authorised absences.

For 6th Form university visits and external music exams organised by the school's peripatetic music teachers, a Leave of Absence form is not required. In these cases, please text the school to give advance notification on 07860 034183 and supply proof of the music exams via attendance@keslichfield.org.uk.

Information regarding attendance and the Leave of Absence form can be found here [Attendance - King Edward VI \(keslichfield.org.uk\)](https://www.keslichfield.org.uk/attendance-king-edward-vi). Please note, absences for holidays are not authorised.

We hope that you and your families have a lovely Summer and a restful break and we look forward to welcoming your child back into school for the start of the new academic year on Wednesday 4th September 2024.

Yours sincerely,

Miss J Williamson
Achievement Leader

Mrs L Hurn
Deputy Headteacher

Miss K Hinz
Assistant Headteacher - Inclusion