



16 July 2024

### End of Year letter July 2024

Dear Parents and Carers,

Your child has now almost successfully completed primary school. It is now time to embark on a new milestone in their lives, secondary school. I hope they enjoyed their two-day induction with us in June and are looking forward to starting in September.

Wednesday 4<sup>th</sup> will be their first day and they will spend it with their new tutor group and tutor. They will meet up at the tennis courts for an 8:50am assembly, dressed in their new uniform, with a pencil case in their bag. It is a day to familiarise themselves with the schools' routines, but more importantly to get to know each other better.

If they have any outstanding 'all about me' projects, then please bring these in on the first day.

Any questions, please email [transition@keslichfield.org.uk](mailto:transition@keslichfield.org.uk) and refer to our website for further information [www.keslichfield.org.uk](http://www.keslichfield.org.uk)

In preparation for the new school year, we 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 4<sup>th</sup> 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.

Here are the timings of the day :

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 5<sup>th</sup> 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 \(www.gov.uk\)](http://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.

## 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 \(keslichfield.org.uk\)](http://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

Desirable items include:

- Eraser and sharpener
- Small school safety scissors

## 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.

## **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 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](mailto: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). Please note, absences for holidays are not authorised.

We hope that the children have a wonderful end to Year 6 and that you and your families have a lovely Summer and a restful break. We look forward to welcoming your child back into King Edward VI School for the start of the new academic year on Wednesday 4<sup>th</sup> September 2024.

Yours sincerely,



Miss R Thomas  
Achievement Leader



Mrs L Hurn  
Deputy Headteacher



Miss K Hinz  
Assistant Headteacher - Inclusion