



16<sup>th</sup> July 2025

Dear Parents and Carers,

### **End of Year letter July 2025**

We are looking forward to welcoming your child to King Edward VI School in September and wanted to send you some key reminders and information as we get to the end of this academic year.

#### **Message from Miss Smart – Achievement Leader**

Your child has now 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 3<sup>rd</sup> September will be their first day and they will spend this time with their new tutor group and tutor. They will meet up at the tennis courts from 8:30 am. Please ensure students have arrived by 8:45am for assembly. They will need to be wearing their uniform and bring 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.

Please ask your child to bring their 'All about me' project in on Wednesday 3<sup>rd</sup> September. These will be handed in during the day.

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

I wish them all a lovely end to Year 6 and a fabulous summer break.

#### **Preparing for September**

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

#### **Student Induction Day**

All students will return to school on **Wednesday 3rd September 2025** for an induction day. Each year group will have a bespoke set of activities tailored to their needs. The induction day will focus on developing the key skills that students in each year group will require to be successful in their forthcoming year of studies.

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 arrive early or need to wait for transport at the end 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	14:15
YEAR 12	08:50	15:15
YEAR 13	09:40	12:30

From Thursday 4<sup>th</sup> September 2025, all students will start at 8:45am and finish at 3:15pm, which are the timings of our normal school day.

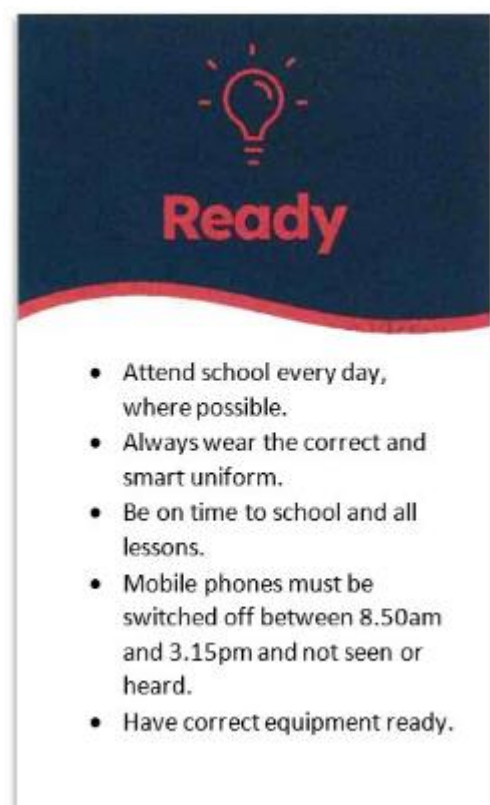
**One of our key areas of the code of conduct is “Ready.” Please take the time to read through the following advice so that students are “Ready” for the new term.**

### 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, not pockets or blazers.** 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](#). We would ask all parents and carers to check that items of uniform are in line with our expectations for uniform. Please pay particular attention to the guidelines regarding skirts, trousers and footwear, to ensure that your purchases meet the criteria set by the school. A reminder that **nose/eyebrow/tongue piercings** are not allowed in school and students will be asked to remove them in line with our uniform policy. Students do not have the option to wear a retainer in place of any piercing.



## 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 green pen
- Pencil
- Ruler
- Highlighter
- Glue stick
- Mathematical equipment e.g. Scientific Calculator – the advised model is Casio Classwizz

Desirable items include:

- Eraser and sharpener
- Small school safety scissors

## Attendance & Punctuality

All students must be on site by 8:45am for a prompt start to tutor time (registration.) The blue gates on Upper St John Street will 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 6<sup>th</sup> 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](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/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 3rd September 2025.

Yours sincerely,

Miss Smart	Mr Larkin	Miss K Hinz
Achievement Leader	Assistant Headteacher	Assistant Headteacher
	Community	Inclusion