



KING EDWARD VI SCHOOL, LICHFIELD

Upper St John Street, Lichfield, Staffordshire, WS14 9EE

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Headteacher: Mrs C Forster

June 2025

Dear Parents and Carers,

As you may be aware, the school Open Evening is being held on Wednesday 9th July. The school will close at 2.15pm on this day to all students and any extra-curricular clubs will be cancelled. Students that travel to school using the K1, K5 and the K7 school transport will have the transport moved to the earlier time. Students who have bus or train passes for use on public transport will need to check the timetables for earlier departures.

A number of students have volunteered to take part by giving out programmes and providing assistance to visiting parents around the school site. Other students have been asked if they would like to support in individual departments, again, talking to parents or demonstrating the work that takes place in that department. We are always pleased with the positive impression of the school that our students give.

We would be grateful if you would confirm that you are aware that your child is supporting with Open Evening by completing this [Microsoft Form](#)

Students will need to arrive at Rooms 20 and 21, or the department they are working with, by 5.15pm and will be able to leave when the evening finishes at 7.30pm. All helpers will be expected to wear school uniform for this event.

The evening is always busy with large numbers of vehicles on site. To minimise the number of vehicles on site and support the flow of traffic at the start and end of the evening please could we ask the following:

- students should be dropped off away from the school site and walk into school
- at the end of the evening, please make arrangements with your child to meet them at an agreed place away from the school site.

Please be aware that Kings Hill Road will be exit only at the end of the evening and vehicles will not be able to drive up the road.

If there is a specific reason that you need to drive onto the school site at the end of the evening, please could you complete the following Microsoft Form to request permission to come onto the school site. There will be a one-way system in place on the evening and we will share details of this with those who have completed this [form](#)

Thank you for your support with this busy and important evening.

Yours sincerely



Mr R Larkin

Assistant Headteacher