

KING EDWARD VI SCHOOL, LICHFIELD

ASPIRATION, BELONGING, COLLABORATION

Upper St John Street, Lichfield

Staffordshire, WS14 9EE

Tel: 01543 255714

Email: office@keslichfield.org.uk

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Facebook: KES Lichfield Newsfeed

Headteacher: Mrs C Forster

Monday 14th September 2026

Dear Parents and Carers,

Year 7 Meet the Tutor Evening with Form Tutors – Thursday 24th September 2026, 4:00 - 7:00 p.m. – in person

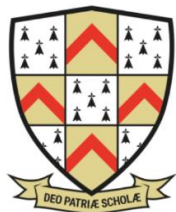
I am writing to inform you of a meeting, which is planned for the parents and carers of Year 7 students. The purpose of the meeting is to give you an early report on how your child is settling in and to provide the opportunity to raise any matters of concern with members of staff. The meeting will take place in the Bader part of the school, on Thursday 24th September 2026, between 4:00 - 7:00 p.m.

I should emphasise that the purpose of this meeting is not to discuss academic progress (for which there will be a full Parents and Carers Evening (online) in March 2027), but rather to exchange observations with the Form Tutor on how students are settling in. In this way, we would hope to identify any difficulties at an early stage, answer any queries that parents and carers may have, give reassurance where needed.

Mr S Hillier, Achievement Leader for Year 7, and Mrs H Ridgeway, Achievement Coordinator for Transition will also be available on the evening, along with senior colleagues. In addition, if you wish to speak to Mrs Pemberton, SENCo/Head of Learning Support, Miss Keith, Assistant SENCo and Ms Green, Assistant SENCo an appointment will be available to book if applicable and subject to availability.

Appointments can be made from 10:00 a.m. on Tuesday 15th September 2026 and booking will close at 10:00 a.m. on Tuesday 22nd September 2026. The school's online appointment booking system allows you to choose your own appointment time with Form Tutors and you will receive an email confirming your appointment. It is possible to send a message or ask a question to Form Tutors when you make your appointment, and it would be extremely helpful to pass on any specific questions in advance. Students may join parents and carers for the meeting if you feel that this would be helpful.

Please visit <https://kingedwardvilich.schoolcloud.co.uk/> to book an appointment. For a short guide on how to add an appointment please see the [Parents-Guide-for-Booking-Appointments.pdf](#) (keslichfield.org.uk). If you need any support with making your appointment, please contact Mrs Bagga at Main Reception 01543 255714 or at sbagga@keslichfield.org.uk who will be happy to add an appointment on your behalf.



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In addition to your appointment with the Form Tutor, there will also be two presentations for parents and carers in Bader Hall. These sessions will be helpful in supporting your child in the first year at King Edward VI School:

Session 1: Supporting students' progress

4:00 - 4:30 p.m. or at 5:30 - 6:00 p.m. in Bader Hall

This will be an introduction to our approach to assessment and some initial advice on how to support students in Year 7. This will include wider approaches to supporting progress.

Session 2: Online safety and relationships education - a guide for parents of teenagers

4:30 - 5:00 p.m. or at 6:00 - 6:30 p.m. in Bader Hall

As students increase their use of social media and the internet, it is important that they are aware of the advantages and risks of their use. This session will provide advice for parents and some guidance on how we deliver relationship and sex education, including online safety in school. The session will also signpost where to go for additional information and support. Staff will be available to answer specific questions at the end of the presentation.

Lastly, we will be holding our first PTA meeting of the year in Bader Bistro after Meet the Tutor Evening at 7:00 - 8:30 p.m. The PTA is a lovely way to learn more about the school alongside some very sociable fundraising. This is not a formal meeting, and it would be lovely for new parents and carers to drop in and say hello, or to leave your details if you are happy to support at future events. If you are not able to attend but would like to leave your details to find out about future meetings and events, then please email: kingedwardspta@gmail.com.

We look forward to seeing you on Thursday 24th September,

Yours faithfully,

Mr M Shaw,
Assistant Headteacher