

KING EDWARD VI

SCHOOL LICHFIELD

SCHOOL INFORMATION BOOKLET
2026 - 2027



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Transition Arrangements for Year 6 Students

Links with Primary Schools

At King Edward VI School, Lichfield we work hard to ensure a smooth transition for our new students from primary to secondary school. An effective network of contacts exists between ourselves and local primary schools to allow this transition to operate smoothly. At King Edward VI School, a Transition Coordinator, Mrs H Ridgway and the Year 7 Achievement Leader currently carry responsibility for transition arrangements. In the majority of cases we will have received not only written reports on students before transition, but Mrs H Ridgway will also have discussed each new student personally with staff in the primary school. In achieving this we owe an enormous debt of gratitude to our colleagues in primary schools who provide us with detailed information on each of our new students before transition.

Induction Days in June 2026

As a first introduction to the school we invite new students to visit us in June for two full days. During these visits our new students will have not only an opportunity to look around the school on a normal day, but will also spend some time ‘on timetable’, meet staff and will experience first-hand what it is like to move around the school from lesson to lesson. There are usually two assemblies during the visits, where key staff involved in transition will speak to them as a year group. In this way we hope to give them information about the school and its daily routines which will set clear guidelines and expectations and help to allay any anxieties they may have.

The induction days which are planned for Tuesday 23rd and Wednesday 24th June 2026, are usually arranged to coincide with induction days for other schools in the City and timings are as follows:

Time	Activity
Day One	
09:15am	Students meet on the Tennis Courts and Register before being directed into Bader Hall for their first Assembly and Information Session
10:15am	Break
10:40am	Taster Lessons begin
11:30am	Taster Lessons continue
12:30pm	Lunch
3:15pm	End of School Day
Day Two	
08:50am	Students report to Tutor Room to Register
09:10am	Taster lessons begin
10:10am	Break
10:30am	Taster lessons continue
12:30pm	Lunch
1:15pm	Taster lessons continue
2:15pm	Assembly
3:15pm	End of School Day

Please bring PE Kit on both days

Parents are asked to arrange with their child an agreed meeting point at the end of each induction day.

This must not be on the school site, including Kings Hill Road or the Sports Centre car park.

There will be a **New Intake Parents’ Evening** on Wednesday 24th June 2026 from 6pm-7pm. Further details to follow.



Transition Tasks

Please refer to the transition tasks included on the website. [Transition from Primary School](#)

The First Day of Term

On the first day of term for Year 7 students (**Thursday 3rd September 2026**), new students are asked to meet on the Tennis Courts near to Bader Hall from 8.30am. Students travelling by train or bus should have received passes before the start of term and therefore, will be in a position to come into school by public transport with their friends.

If there are any problems with bus or train passes, enquiries should be addressed to the School Admissions & Transport Service at Staffordshire County Council. Their telephone number is 0300 111 8000 and more information can be found here: [Travelling on school transport - Staffordshire County Council](#). Contact should be made if travel passes have not been received by the start of August 2026.

You may contact the school if there are difficulties with arrangements for contract coaches. Please be aware, however, that overall responsibility of school transport rests with the Local Authority and not with the school.

If parents/carers do bring children to school by car or collect them from school at the end of the day, they should arrange a suitable place to drop off and meet the student near to the school, parental cars are not permitted on the school site in order to reduce congestion and danger to students. Furthermore, parents/carers are asked not to park at the bottom of Kings Hill Road or on Borrowcop Lane.

On the first day of the Autumn Term, all years are in school, and will be completing their own induction programmes. During this time all the necessary information will be given out and procedures explained so that new students can begin to work quickly, efficiently and with minimal anxiety. The morning will begin with a formal assembly, where the students will be addressed by the Headteacher, Achievement Leader and other senior staff. Students should wear full school uniform and bring their bag, notebook and a packed lunch if required. If you have submitted the online parental opt-in form for cashless catering, and added money to your child’s ParentPay account, this will be operational on the first day of term. PE kit is not required.

Tutor Group and House System

During their time at King Edward VI School, the welfare of students is monitored by a Form Tutor to whom each student is assigned on admission. Each child joins a mixed-ability Tutor Group which is linked to the school’s system of houses - Addison, Clinton, Darwin and Garrick. For example, a student may be assigned to Tutor Group 7C2, i.e. a Year 7 group (7) which is the second group (2) in Clinton House (C). The following nine Tutor Groups will be created for students joining Year 7 in September 2026:

7A1	7C1	7D1	7G1
7A2	7C2	7D2	7G2
			7G3

The house system is used regularly in school as a device for grouping students for extra-curricular activities.

The role of the Form Tutor is central within the pastoral and guidance structures of the school, i.e. those systems which attend to matters of guidance, welfare and the monitoring of progress of each of our students. In many ways the Form Tutor is the nearest we come to the role of class teacher in a primary school. Form Tutors meet their groups every morning and are, therefore, especially well placed to build up a close relationship with the children and respond to individual needs and difficulties. Within each year group the team of form tutors is co-ordinated by the Achievement Leader, and the Student Support Team. The Achievement Leader generally oversees the wellbeing, achievements and attendance of students in a year group.



Achievement Leaders

Every year group has an Achievement Leader. The Achievement Leader is responsible for ensuring students make strong academic progress while maintaining high standards of attendance and behaviour. They monitor data to identify concerns early, coordinate interventions with staff and families, and remove barriers that may affect learning.

The role combines academic oversight with pastoral support, helping students develop positive habits, meet expectations, and engage fully in school life. By promoting high aspirations and providing targeted guidance, the Achievement Leader plays a key part in enabling every student to thrive.

Teaching Groups

Students will be taught in their form groups from September for all subjects. They will be assigned to their tutor groups when they start in September 2026, these groups will be allocated based on information we receive from your child's primary school.

Special Educational Needs and Disabilities

The Learning Support Department offers a variety of interventions for those students with additional educational needs, including those with identified special educational needs and disabilities. We have a team of Learning Support Teachers and Learning Support Assistants (LSAs) who are led by the SENCo and Assistant SENCo. Interventions are delivered in the Learning Support Resource Centre (Kings Hill House) throughout the school day.

When students are joining us in Year 7 we ask the primary schools to provide information regarding those students with identified additional and special educational needs or disabilities. Those students are then invited to Kings Hill House for extra transition sessions before the end of the Summer Term of Year 6.

The identification of additional and special educational needs continues after the students have joined King Edward VI School. We do this through working with staff, parents/carers and outside agencies to collect information and data that creates a picture of need.

Food Preparation and Nutrition

Traditionally in Food Preparation and Nutrition lessons, students have been asked to bring their own ingredients to allow for practical work and the preparation of various recipes. Unless home circumstances prevent this, we would ask for parents/carers support in providing the required ingredients. If financial circumstances make this difficult, please contact your child's Food Preparation and Nutrition teacher at the start of their module each year.

Educational Visits

School trips and visits form an important part of the life of the school, with many opportunities presented that support classroom learning. In nearly all cases we do need to ask parents/carers to make a voluntary contribution towards the costs of the trips. If your child is in receipt of free school meals and/or you are facing financial challenges, you can request to be considered for a contribution towards a visit. Letters detailing visits will include details of how to be considered through completing a form online; requests will be confidential and considered on an individual basis. The law encompassing educational visits has become complicated in recent years and we hope that parents/carers will give us their support in maintaining what we believe is a reasonable position.



Code of Conduct

All students will be expected to accept responsibility for their own behaviour especially as it impacts on the rights of others. To achieve this, students will be expected to adhere to our Code of Conduct and classroom expectations.

Our code of conduct is based on three simple expectations: **Ready, Respect, Strive.**



Ready

- Attend school every day, where possible.
- Always wear the correct and smart uniform.
- Be on time to school and all lessons.
- Mobile phones must be switched off between 8.50am and 3.15pm and not seen or heard.
- Have correct equipment ready.



Respect

- Be respectful of our school and the environment.
- Be polite & respectful to all members of our school community.
- Walk sensibly and keep to the left.
- Act safely at all times.
- Follow instructions from staff.
- Be tolerant and respectful of different faiths and beliefs.



Strive

- Be enthusiastic and engaged.
- Show a determination to do your best.
- Reflect on your learning.
- Learn from mistakes.
- Celebrate success.



The School Day

We operate a two week timetable, of twenty-five periods per week, allowing for five periods of sixty minutes teaching daily. PSHE also forms a statutory part of a timetable and this is timetabled fortnightly on Monday, week one, period three.

Time	Activity
8:45am	Arrival on site
8:50am	Registration / Tutorial Time / Assembly
9:10am	Period One
10:10am	Period Two
11:10am	Morning Break
11:30am	Period Three
12:30pm	Lunch Break
1:15pm	Registration Period Four
2:15pm	Period Five
3:15pm	End of School Day Optional Extra Curricular Activities

School Calendar

Term Dates for 2026/27 can be found here: [Term Dates](#)

Our School Calendar can be found here: [Calendar](#)



School Routines

Important Equipment

Parents/carers are asked to ensure that their child has the following items of equipment to support their learning:

- a blue or black pen, plus a spare
- a green pen
- a pencil, plus a spare, rubber and pencil sharpener
- a ruler
- a glue stick
- a set of mathematical instruments
- a pocket calculator (scientific calculators may be used but are not necessary at this stage)
- a note book / rough book (for additional note taking of any kind)

The following items are also recommended:

- a small pack of coloured pencils (not felt-tips)
- a small pair of BLUNT-ended paper scissors
- a wristwatch
- a refillable water bottle (there are a number of filtered water dispensers around the school site for student use)

In all cases we urge parents/carers to provide inexpensive items since losses do occur from time to time.

Bags and Lockers

King Edward VI School, Lichfield is on a large site and movement between rooms and specialist areas is an essential part of the school day. Because of this, a sturdy bag and in bad weather, a suitable coat, (see uniform requirements) are essential. An additional bag for sports kit can also be very useful.

A limited number of lockers are available for new students. The lockers are owned by ILS Limited and are available for students to rent on an annual basis. Rental costs are £25 per year from September through to July. If you would like to guarantee a locker please book online at [School Locker Rentals](#). Lockers will be available online from 10am on 6th July 2026. Since the school was not designed to accommodate banks of lockers, the siting of them does occasionally cause us some difficulty. Wherever possible, lockers are positioned in or near to a student's tutor room. When a locker is rented, a map is sent with the student's locker location.

In cases of financial difficulty, the Year 7 Achievement Leader, should be contacted in confidence.





Care of School Property

Text books and exercise books are provided by the school. Students are expected to take great care of them, covering them wherever possible to ensure their protection. Students are always expected to show responsibility in looking after the school's property and are normally required to make a contribution towards the cost of any items which are lost or damaged. This extends to damage of the school buildings as well as to books and other equipment.

Behaviour

It is our view at King Edward VI School, Lichfield that good teaching and learning is best assured within a framework which is firm but sympathetic and which recognises individual needs, whilst setting clear routines and expectations for all students. Rewards and praise are a regular feature in the life of the school and, wherever possible, we seek to promote high standards of behaviour through good example, positive encouragement and the precise communication of what is expected of our students. Consequences and sanctions are used where this is judged necessary. Parents/carers are always involved if a student's behaviour is giving regular or serious cause for concern.

Accidents or Illness in School

Parents/carers should be aware that there is no school nurse based on the school site. Where accidents or illness occur in school, a member of staff will administer basic first-aid of the kind that a sensible parent/carer would provide. With parental consent, we can offer paracetamol, if a student requires this during the school day. Members of staff do not, however, have medical qualifications and are not allowed to offer any form of medication. Where an accident or illness occurs in school our normal course of action is to contact parents/carers and ask that the student concerned be taken home. For safeguarding reasons, if a student is too unwell to remain in school, we would ask for them to be collected. In urgent cases a student may be referred to hospital and parents/carers informed. We ask parents/carers not to send children to school who are known to be ill.

The school can make a referral to the school nursing team, if required. Parental and student consent will be required to make this referral.

Use of Medication in School

In most cases students of secondary school age have the ability to administer their own medication, although clearly there are exceptions to this arrangement. Where parents/carers have concerns about their child administering medication themselves, or where the nature of the medication makes this arrangement inappropriate, contact should be made with Student Reception staff. We can administer paracetamol in school, however we will contact parents/carers if this is necessary.

Parental Agreement for School to Administer Medication on an Ad-hoc Basis

If there is a need to leave medication in school, parents/carers need to contact Student Reception email: kesreception@keslichfield.org.uk Tel: 01543 255714 and ask for the appropriate form that will need to be completed to give parental consent for this purpose.



Items Not Permitted in School

As a general rule, large sums of money and valuables should not be brought to school. Whilst we acknowledge electronic items such as mobile phones may be brought into school, they **MUST NOT** be used at any time during the school day between the hours of 8:45am - 3:15pm. Mobile phones must be switched off and kept in bags for the duration of the school day. Frequent use of a mobile phone will result in parents/carers having to collect confiscated phones from school reception. Jewellery is also not permitted in school, with the exception of an inexpensive watch, ring, one necklace, one bracelet and plain stud earrings. Parents are urged to list any items of value which are brought to school (e.g. bicycles, privately owned musical instruments etc) on their own domestic insurance since liability cannot be accepted for loss or damage which may occur on the premises. Students are also asked not to bring into school correcting fluid of the 'Tippex' sort. The school also bans any items such as craft knives, which might be construed as a weapon. Laser pens are also banned from the school site. Vaping is not permitted anywhere on the school site and sanctions will apply for any student who is caught vaping or with a vape on their person.

Insurance Cover

It is important to point out that students at school are not protected by insurance indemnity against accident. Parents/carers may wish to consider arranging this on a private basis. Students involved in school trips are, however, always insured. Students representing the school in rugby matches against other schools are insured as part of our affiliation to the RFU. However, this represents only a basic level of insurance and parents/carers are urged to consider additional cover. In every other aspect of games involvement, there is no insurance cover against accident.

Minibuses

The school runs two minibuses, both of which are regularly maintained and serviced. Both buses comply fully with the Local Authority's safety requirements and drivers have all passed the Local Authority's Drivers' Assessment Scheme. Parents/carers are asked to signify on the Registration Form their willingness for their child to be transported in these vehicles.

Leaving the School Site during the Day

The school site is open at many points on its perimeter and students must understand that it is strictly forbidden to leave the premises during the school day without the school's knowledge and permission from parents/carers. Students who arrive at school at times other than during morning registration or who need to leave the premises during the course of a school day (e.g. for a medical appointment) must sign in, or out, at Student Reception using the InVentry System. In every case, a message of explanation from parents/carers should be sent via text to 07860 034183 which is our dedicated absence line. Appointments can be notified in advance to this service.



Achievement System

At King Edward VI School, Lichfield we recognise and reward achievement on a regular basis using achievements which are logged via GO 4 Schools.

Achievement Points

These are given on four distinct levels: **Bronze, Silver, Gold** and **Platinum**.

Bronze - Broken down into Ready, Respect and Strive. Issued throughout the school week to acknowledge students who make good choices, are well equipped, and who engage well in lessons. These give 1 point.

Silver - Broken down into Ready, Respect and Strive. These are issued to students who on a particular day, or in a particular lesson, are singled out for praise or who do exceptionally well. These give 3 points.

Gold - Issued on a termly basis and are rewarded by subject (or extra-curricular activity). A gold award celebrates students who have shown consistently high levels of engagement, effort, and drive in a subject or area throughout that half term. As well as 5 points on the system per award this also comes with an email home at the end of the term and a certificate presented by an Achievement Leader or member of the Senior Leadership Team detailing which area(s) the award is for.

Platinum - Issued on a termly basis and are rewarded by subject (or extra-curricular activity). A platinum award celebrates students who show exceptional levels of engagement, effort, and drive in a subject/area across an entire term. As well as 10 points on the system per award, this also comes with an email home at the end of the term and a certificate presented by an Achievement Leader or member of the Senior Leadership Team detailing which area(s) the award is for.

Achievement Point Thresholds

All achievement points which students receive are cumulative over the course of the academic year. As students reach certain milestones they will be able to claim rewards via their tutor. These categories are broken down into **Topaz, Ruby, Sapphire** and **Diamond**.

Topaz - The first milestone for achievement points. This gives entry to a regular prize draw where students can win vouchers.

Ruby - The second milestone for achievement points. This gives students options such as a skip the queue pass.

Sapphire - The third milestone for achievement points. This awards students the option to select one of a variety end of term reward activities such as a non-uniform day or a movie afternoon.

Diamond - The final and highest milestone for achievement points. This awards students access to an end of year school activity day.

Due to differences between year groups, the threshold points for each milestone varies. More information can be found on our website: [Awards](#)

Colours and Commendations

Colours assemblies take place annually, usually in the first few weeks back in September. Students receive either full colours (a blue tie with the school crest and stripes), half colours (a blue tie with the school crest) or junior colours (a gold ribbon which is sewn onto the blazer pocket). [Colours and Commendations](#)



Transport Difficulties and Bad Weather Arrangements

It is important that students who travel to school by bus or train have the means of making contact with parents/carers, or a friend or relative, in the unlikely event of missing the train or bus in the morning, or in case the expected transport does not arrive. It should be stressed that such occurrences are rare, but we are keen to ensure that students have an agreed strategy with their parents/carers should this problem arise. Should there be any difficulties with transport at the end of the day, students should either follow the instructions of the member of staff on duty or report to reception where arrangements will be made to get them home. Under no circumstances should students make their own way home if their bus or train does not arrive. If you are aware that a student is going to be late due to travel issues please text the details to the absence line so the school is aware.

Very occasionally, usually in conditions of very bad weather in the winter, we do have to take the decision to close school early. It is recommended, therefore, that where parents/carers are usually out during the day, arrangements are made for their child to be able to go to the home of a relative, friend or neighbour should they arrive home early under such circumstances. Again, it should be stressed that no student is expected to leave school early unless they are sure that they have somewhere to go when arriving home. Where there are difficulties, they will be asked to report to Student Reception and alternative arrangements will be made. In conditions of very bad weather in the morning, parents/carers are asked not to send children to school. At such times, the school website and text messaging service are used to inform parents/carers about school closures.

Staffordshire County Council Transport Administration

Staffordshire County Council is responsible for the administration and running of school transport. Please visit the link below or use the following contact details if further information is required:

School Admissions and Transport Service
Staffordshire County Council
1 Staffordshire Place
Stafford
ST16 2LP

Telephone: 0300 111 8007

Email: transport.entitlement@staffordshire.gov.uk

Web Address: [Travelling on school transport](#)





Attendance Matters

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.

Missing time from school can lead to students falling behind in their studies; arriving late to school disrupts teaching routines and can affect the learning of others.

As a school we ask that students achieve at least **96%** attendance. We recognise that for some this may be a challenging target, therefore we will provide additional support to students and their families to encourage excellent attendance.

The tables below indicate how much learning time is lost as a result of poor attendance/punctuality. Even at 95% attendance a student has missed 10 days of teaching over a school year.

Attendance %	Days Absent Over a School Year
95	10
90	19
85	28
80	38

Minutes Late Every Day	Days of Education Lost Per Year
5	3
15	10
30	19

Attendance MATTERS

Medical Appointments

Routine medical and dental appointments should be arranged outside of school hours. If this is not possible, **please inform the school via text in advance**. A written note signed by a parent/carer will be required when signing either in or out at **Student Reception** on the day of the appointment. A copy of the appointment card/letter would also be useful.

Students should only be out of school for the minimum amount of time necessary for the appointment and should attend prior to and following an appointment where possible. A full day's absence will not normally be authorised.

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 using the link on the [Attendance page](#) of the school website at least 5 days in advance of the absence; a separate form should be completed for each student. A formal response will be sent to parents/carers. Supporting information should be emailed to office@keslichfield.org.uk so a decision can be made on authorisation.

Failure to follow the procedure laid out in the school's Leave of Absence Policy may lead to an absence being recorded as unauthorised. An unauthorised absence may lead to a Penalty Notice being issued by the Local Authority.

Punctuality and Lateness

Students should:

- Arrive at form rooms/assembly ready for registration to start promptly
- Arrive at classrooms ready for the prompt start of lessons
- See Form Tutors to obtain a present mark for registration **before** going anywhere else in the school
- Sign in at **Student Reception** if arrival in school is after registration, with a note from home to explain the lateness

Consequences will be applied for late arrival to school or lessons without good reason.

If a student needs to leave school for any reason during the school day, they must have a note from home, clearly indicating how they will be getting home / to their appointment. They should show this to their teacher when leaving their lesson and Student Reception when they sign out. Students **MUST NOT leave the premises without the permission of the school. Students must always sign in / out when arriving / leaving out of normal school hours.**



Illness and Absence from School

When should a student not be in school?

Students should not be in school if they:

- Have been advised that they have an infectious illness that could be spread to other people
- Need care during school hours that cannot be provided in school
- Are so unwell that they are not able to cope with lessons

Ask yourself the following questions to help make your decision:

- Is my child able to carry out the activities expected of them during the school day?
- Would I take the day off work if I had this condition?
- Would medication relieve the symptoms and enable my child to be in school today?
- Could there be a reason that my child is trying to avoid school?
- [Is my child too ill for school? - NHS](#)

A student who is feeling better having not been in school first thing may return to school later in the day.

A student who has been suffering from sickness and / or diarrhoea should not return to school until 48 hours after the symptoms have stopped.

Supporting Students in School

Medication

Students do not need to be kept at home just because they are taking medication. Please speak to a member of the Student Reception Team if medication needs to be kept in school for your child, otherwise, if they need to take something during the school day, they should only carry the dosage required. The first aid team can provide paracetamol, subject to you completing a short online permission form on every occasion.

Periods

Under normal circumstances students should be able to manage their periods in school and medication can be taken to ease stomach cramps. Female health products are readily available at Student Reception and the medical room is available if students need to take some time out. Please let us know if your child suffers from a specific condition related to their periods.

Ongoing Medical Conditions

Support is available in school for students with ongoing conditions to enable them to be in school as much as possible. Please contact our Student Reception Team to discuss this further and keep us up to date with your child's condition. All students with a potentially life threatening condition will have a Care Plan.

Student Reception Team

A student who feels unwell during the school day will be assessed by a member of the Student Reception Team who will contact parents/carers if they are too unwell to remain in school. Alternatively, they may be able to take time out in the medical room before returning to lessons.

Students should not call home on their mobile phones in advance of reporting to Student Reception, consequences will be applied should this occur.

Sixth Form students who are unwell should not leave school without reporting to Student Reception for assessment.

First Aiders

We have a team of first aiders trained to assist with medical issues and emergencies.



Student Support Team

If your child is trying to avoid school and there is an issue that needs resolving or they need some other support, please contact a member of the Student Support Team by calling Main Reception on 01543 255714. We do not recommend avoiding school when these situations arise, the absence will not normally be authorised.

Longer Term Absence

If your child is likely to be absent from school for a significant period of time please contact their Achievement Leader by emailing office@keslichfield.org.uk or calling Main Reception, to discuss how we can provide ongoing support with their studies and reintegrate them back into school on their return. Please supply information for your child's records regarding the absence via the Attendance Officer, attendance@keslichfield.org.uk.

Additional Sources of Support

- GP / local pharmacist
- NHS 111
- [The NHS website - NHS \(www.nhs.uk\)](http://www.nhs.uk)
- [Health For Teens | Everything you wanted to know about health](#)
- [Midlands Partnership NHS Foundation Trust Health Visiting and School Nursing Services team:](#)
Tel. 0300 3033924 | Parents/carers text: 07520 615722 | Young people text: 07520 615721
- [Health protection in children and young people settings, including education - GOV.UK](#)

Infection control

The spread of infection can be prevented by keeping up to date with routine immunisations, ensuring high standards of personal hygiene, particularly hand washing and maintaining a clean environment.

Work to catch up on?

Students should contact their teachers themselves to discuss or catch up on any work that they have missed.

Satchel One should be used to catch up on any work that has been set to do at home.

Reasons for absence

As a school we like to encourage an open and honest dialogue with regard to absence from school. To avoid putting members of staff or students in awkward and avoidable situations we ask that you are not tempted to use illness to mask holiday absences. In most cases the school is made aware of the true reason for absence and this leads us to question the original reason for absence. Please note that where a student is reported as absent due to illness, we will make contact to conduct a safe and well conversation either by phone or a home visit.





Reporting Absence Due to Illness

Attendance registers and school attendance records are legal documents. Every half day absence from school is classified as either authorised or unauthorised and a national code applied (see [Attendance Policy](#)). The decision lies with the school as to whether to authorise an absence or not.

Unplanned Absence

If your child is too ill to attend, or will be absent for any other unplanned reason, **please contact us via text on 07860 034183**. This is part of our ongoing process of managing attendance, where we have queries or concerns regarding levels or patterns of absence or the reasons provided for absence, we will follow this up with you and / or your child with the aim of working together positively to support improved attendance. To ensure the safety of students, please text the absence line by 8:30am on every day of your child's absence.

Day 1	Text 07860034183 before 8.30am	<p>In fewer than 200 characters confirm:</p> <ul style="list-style-type: none"> • Name • Tutor group • Brief reason for absence/symptoms • Estimated length of absence • Do not include attachments as this is a text only service
Day 2&4	Text 07860034183 before 8.30am	To update us daily about the absence
Day 5	Email medical proof to attendance@keslichfield.org.uk	<p>The absence will not be authorised without it. Proof should identify the student and could include a GP's appointment card, copy of prescription, proof of medication taken or medical notes from the consultation.</p> <p>Please note that we are aware that doctors do not routinely provide medical certificates, but if a student is absent for 5 days or more there is an expectation that they are considered unwell enough for you to have consulted a medical professional and therefore there should be some proof that the consultation has taken place and not simply evidence of an appointment.</p> <p>Please do not send photos of your child as evidence.</p>

First Day Contacting System

For safeguarding reasons, if a student has been marked as absent without a reason, a text message will be sent informing you that your child is not in school.

Please respond to the text as a matter of urgency with a reason for the absence.

NB. Please ensure that any changes to contact details are communicated to school as soon as possible so that records are always up to date: studentdetails@keslichfield.org.uk.

Messages can only be accepted from the registered number of someone with parental responsibility for the child.

Attendance Officer: Ms K Edwards

Attendance Intervention Manager: Mrs J Welch

Report an absence: Text: 07860 034183

Attendance queries/proof of appointments/ medical evidence: Email: attendance@keslichfield.org.uk

Leave of absence: [Complete online form](#)

Information relating to attendance, including the attendance policy is available on the [Attendance page](#).



Support from Home

In seeking to achieve our aims, we rely heavily on the support and co-operation of parents and carers and recognise the enormous value of a positive home/school partnership in ensuring that each of our students receives the high quality of education which they deserve. Students and parents/carers will be asked to sign our Home School Agreement. This will be explained as part of the induction process. We urge parents/carers to support us in our work in whatever way they can.

Home School Agreement

As a STUDENT I will aim to:	As a PARENT/CARER I will aim to:
<ul style="list-style-type: none"> ➤ Arrive at school on time, equipped and organised for my lessons. (READY) ➤ Wear my uniform smartly. (READY) ➤ Not affect the learning of others in a negative way. (RESPECT) ➤ Respect myself, staff and other students. (RESPECT) ➤ Respect the school’s resources and environment. (RESPECT) ➤ Work hard at all the subjects that I study. (STRIVE) ➤ Be willing to try new activities. (STRIVE) ➤ Take responsibility for my own learning. ➤ Play my part in ensuring that my parents/ carers and the school are kept informed about my achievements and experiences. ➤ Follow the school’s code of conduct. ➤ Use my planner effectively and keep it in good condition. 	<ul style="list-style-type: none"> ➤ Ensure that my child attends school regularly, is punctual and wears the correct uniform. (READY) ➤ Help and support my child with personal organisation and appropriate equipment. (READY) ➤ Ensure study time is free from distractions such as electronic devices, television etc. ➤ Inform school about absence at the earliest opportunity. ➤ Engage with positive communication with the school. ➤ Maintain contact with the school. ➤ Support and reinforce the school’s code of conduct. ➤ Encourage and support my child’s involvement in extra-curricular activities. (STRIVE) ➤ Provide a suitable environment for homework and independent study. ➤ Take an interest in the work that my child is doing.



Musical Instrument Tuition



Who can have Instrumental Lessons?

We're excited to offer lessons to all students, at all levels, including complete beginners. We actively encourage music making at all levels and we are proud to support students at all stages in their learning.

Who Provides the Lessons?

Instrumental music tuition is available at King Edward VI School, Lichfield through the [Entrust Music Service Staffordshire](#) by highly trained peripatetic music teachers. Some instruments may be available for hire if required.

Why have Music Lessons?

Music lessons are an excellent way for students to develop their skills and understanding of music, as well as giving them the potential for a lifelong passion and opportunity for social development. Research has also associated academic achievement alongside those that regularly nurture their skills and make music.

Tuition Offered

Bassoon	Bass Guitar	Cello	Clarinet	Cornet	Double Bass	Drum Kit	Electric Guitar
Euphonium	Flute	French Horn	Guitar	Keyboard	Oboe	Piano	Saxophone
Singing	Trombone	Trumpet	Tuba	Viola	Violin		

Please note that the availability for some instruments is limited due to demand, we will do our best to meet requests.

Lesson Costs and Payments

Fees are set by the School Governors and are well below the full cost to the school or the cost of similar private tuition. The school heavily subsidises the cost of lessons as we believe them to be extremely important and to encourage as many students as possible to take up this opportunity.

The charge for lessons is **£321 per year, per instrument** and can be made via ParentPay from September. Payment is due in full by Monday 14 September 2026, or in three termly instalments:

- Monday 14 September 2026 at £107,
- Monday 11 January 2027 at £107,
- Monday 12 April 2027 at £107.

If your circumstances are such that you feel you may qualify for some reduction in charges, please complete the request for funding support accessible from the online form, and we will make contact to discuss this further.

Lesson Delivery and Times

Lessons last 20 minutes and in the earlier stages are usually taken in pairs or small groups. When working for higher grades, individual lessons are usually available. Lessons take place during the school day and are rotated to minimise time out of other subjects. Students are allocated a lesson letter/code that relates to a letter on the timetable. Whilst we aim to fix the times for a full half term, it is still important that students check their time each week on the timetable for any changes.

Lesson Attendance

Attendance at lessons is the student's responsibility; if they miss a lesson it is unfortunately not possible to rearrange. If a student misses a lesson for an unknown reason, a generic message is sent home so that parents/carers remain informed and can address this where necessary. If the teacher is away, then the lesson will be made up on another day.

Where a student's attendance to their lessons falls below 90%, their attendance will be carefully monitored for the following half-term. If it does not improve then they risk losing their entitlement to subsidised or free lessons. Parents/carers would then be contacted about either stopping the lessons or bearing the full cost.



Ensemble Attendance

In recognition of the significantly subsidised cost of lessons, each student is expected to take part regularly in one of the school ensembles (listed below). Full attendance at rehearsals and concerts will be required for the school to continue to support their instrumental tuition. Ensembles are an excellent way to celebrate the students' success through the shared performances and concerts which showcase their skills. When registering for lessons, please discuss this requirement with your child. Unfortunately, if this is not maintained then parents/carers will be asked to cover the full cost of the lessons.

Ensemble Timetable

Monday	Tuesday	Wednesday	Thursday	Friday
Higher Woodwind	Junior Guitar Ensemble	Keyboard Ensemble	Senior Choir	Fuse Ensemble
Percussion Ensemble	Girls' Choir	Junior Choir	Eddie's Jazz Band	Senior Guitar Ensemble
	Flute Ensemble	Orchestra		
		String Ensemble		

Security / Storage of Instruments in School

A locked cupboard is available for music students. Students who bring their instruments to school for lessons may decide to leave them in the store cupboard for that day only at their own risk. The school does not accept liability for damage to or loss of instruments in school.

Instruments should not be left overnight both for security reasons and because students should be practicing daily at home. It should be noted that the Bailey Building is let to other organisations at evenings and weekends, so cannot be supervised at all times.

Stopping Lessons

If your child decides not to continue with their lessons, **the full year cost still needs to be paid** – the music teachers are contracted for the year and their costs still need to be covered.

Please email musictuition@keslichfield.org.uk if a student is thinking about stopping tuition so we can potentially offer the place to another student, in which case a partial refund may be possible.

Key Information and Dates

- There are key details, dates, forms and timetables available on the [school website](#).
- All new and existing students need to complete an [online application form](#) expressing interest in tuition by **Friday 5 June 2026**.
- Tuition will be allocated in September and we hope to inform students of their lesson details including timetable by **Friday 4 September 2026**.
- New students should read the [student guide to music tuition](#) for details on how to get started with music lessons.
- Payment will need to be made for tuition through ParentPay before **12pm on Monday 14 September 2026**.

Contact Information

- Lesson enquiries— musictuition@keslichfield.org.uk
- Payment enquiries— finance@keslichfield.org.uk
- [Music Tuition Information](#)





Extra-Curricular Clubs

At King Edward VI School, Lichfield we offer a wide range of activities at both lunchtimes and after school. There really is something for everyone. We have put together an Extra-Curricular document to showcase all the opportunities that are currently available to take part in. [Extra-Curricular Clubs](#)

Sports

Our extra-curricular sport is outstanding, with a wide range of activities on offer and high numbers of students attending clubs on a regular basis, enjoying their sport during lunchtime and after school. Our sports clubs are open to all students, with a focus on developing performance skills, knowledge of rules, building friendships and committing to an activity beyond the classroom.

[Sports](#)

Music

We offer a variety of ensembles and groups for our musicians to take part in. There are regular opportunities throughout the year for these groups to perform, including: the Christmas Carol Service, Christmas Fayre, Spring Concert and the Summer Festival.

[Music](#)

Clubs

We offer a variety of clubs to suit all years and interests. From crochet to drama to dungeons and dragons to Chess, there is something for all students to get involved with either at lunchtime or after school.

[Clubs](#)





Homework

Homework is set to supplement and reinforce the work which students do at school and also to help develop habits of self-discipline and independent learning. In school we use a product called [Satchel One](#) which can also be downloaded as an app. When students join the school, they will be given details of a pin code for themselves and for up to five parents and carers. When logging in to the app using the pin code a personalised homework calendar can be accessed and checked by students and parents/carers. Many staff are also using Microsoft Teams, including Assignments and Forms for students to complete homework.

Parents/carers can assist their children with homework in a number of ways:

- Show interest in the homework assignments set. One helpful way of doing this is to ask a child to explain precisely what has to be done and how they intend to set it out. It is also recommended that parents/carers look through homework once it has been completed.
- Encourage regular working habits at set times.
- Seek to provide the most suitable arrangements for quiet study at home where distractions (such as the TV or access to social media) are avoided.
- Do contact school to raise any concerns regarding homework.
- Check the 'Satchel One' app regularly. Give praise where appropriate and talk through any concerns about homework.
- Encourage your child to do homework on the day it is set instead of leaving it until the night before it is due in. This will help to avoid a build-up of work and your child is more likely to remember the task.
- Each piece of homework will generally take between 20 and 30 minutes to complete depending on frequency of work set. If your child is taking much longer, write a note in their exercise book for the subject teacher to see - e.g. they have spent 30 minutes on the task and this is as much as they were able to do. Satchel One will give more guidance.
- Help and encourage your child with their homework but avoid doing it for them. If you find you have to do a lot of the work yourself then write a note in the planner or exercise book about this.
- Your child may find it easier to word process their homework rather than handwrite it. Encourage your child to do this where possible and to stick it into their exercise book.

If your child has a special educational need, a general or specific learning difficulty and homework is becoming an issue, please contact the school.

[Satchel One](#)

Homework Club

A Homework Club takes place every evening in the Library Resource Centre (LRC) after school. Homework Club is a Teaching Assistant led facility, offering friendly support in a calm atmosphere. It is open to all students who would like some help in completing their homework or, even just a quiet place to work. There are computers available to carry out online tasks or research, as well as all the resources in the LRC. Students can attend as often as they wish; it may be every evening, or one or two evenings per week or just popping in if they need some specific support.



Organisation

- The School Planner is a useful organisational tool.
- Help your child to make a large copy of their timetable. This could include pictures of subjects or be colour coded by subject to make it easier to understand.
- Display the timetable where it can be easily seen, e.g. on the fridge.
- Encourage your child to pack their bag the night before and help them to do this at first. Try to do this at a regular time each evening so that it becomes routine.
- Check their timetable to see whether they need any special equipment such as PE Kit or Food ingredients. This can also be done on GO 4 Schools.
- Check that they have their pencil case and relevant exercise or textbooks for the day.
- Do they need a bus pass, snack or packed lunch?
- It is important to encourage your child to become independent. Help them with their organisation but don't do everything for them.
- Find somewhere to store school books that is easily accessible so they avoid taking everything with them every day. Otherwise their bag will be too heavy to carry.

Strategies to Support your Child

Talking through the Day

Encourage your child to talk about their day. Find out what they have enjoyed most. Is there anything that they feel is not going well or worrying them?

Help with Reading

Try to listen to your child read every day if only for a few minutes. Share a story or read to them. Try to make reading fun and enjoyable.

All students have a reading book for English lessons - you could use this book to read from if you wish.

Help with Spelling

When spellings come home, help your child to learn them by finding a method that works for them, e.g.

- Look - Say - Cover - Write - Check
- Stick their spellings up around the house, e.g. on post-it notes
- Spend a few minutes each day practising spellings rather than one long session per week

Most important of all give your child lots of praise and encouragement.



Responsible Internet Use

As part of your child's curriculum and the development of ICT skills, we provide student access to the Internet. We believe that the effective use of the World Wide Web and email is worthwhile and is an essential skill for children as they grow up in the modern world. When completing the online registration forms you and your child will be asked to read and agree the rules for responsible internet use.

Although there are concerns about students having access to undesirable materials, we have taken positive steps to reduce this risk in school. Our school Internet provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home and we can provide references to information on safe Internet access if you wish. We can also provide links to websites that explain the issues further.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the Internet. The School will not be liable for any damages arising from your child's use of the Internet facilities.

Rules for Responsible Internet Use

- Students are responsible for using the school digital technology systems in accordance with the learner acceptable use agreement and [Online Safety Policy](#).
- Students should understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.
- Students should know what to do if they or someone they know feels vulnerable when using online technology.
- Students should avoid plagiarism and uphold copyright regulations, taking care when using Artificial Intelligence (AI) services to protect the intellectual property of themselves and others and checking the accuracy of content accessed through AI services.
- Students should understand the importance of adopting good online safety practice when using digital technologies out of school and realise that the school's Online Safety Policy covers their actions out of school, if related to their membership of the school.
- Irresponsible use may result in the loss of Internet access.
- Network access must be made via the user's authorised account and password, which must not be given to any other person.
- School computer and Internet use must be appropriate to the student's education.
- Copyright and intellectual property rights must be respected (including through the use of AI services).
- Email should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unexpected readers.
- Users are responsible for emails they send and for contacts made.
- Anonymous messages and chain letters are not permitted.
- The use of chat rooms is not allowed.
- The school ICT systems may not be used for private purposes, unless the Headteacher has given permission for that use.
- Use for personal financial gain, gambling, political purposes or advertising is not permitted.
- ICT system security must be respected; it is a criminal offence to use a computer for a purpose not permitted by the system owner.
- Suspicious or unexpected email traffic should be reported to ictsupport@keslichfield.org.uk.



Information and Communication Technology Facilities

Data Storage

Students shall use the **Microsoft One Drive** facility in place of removable Media (flash drives etc.). This provides ample storage for files and folders and is accessible both in school and off site. This is now our preferred method of storage.

Passwords

Should students wish to change their password the procedure is as follows:

Press Ctrl + Alt + Delete on the keyboard and select 'Change a password' from the list.

REMEMBER that your password should be kept a SECRET.

Forgotten your Password?

Students should speak to the class teacher to request password resets.

Internet Access

Students will not be given access to rights to the internet if both the student and a parent/carer has not signed and agreed to rules for responsible internet use when completing the online registration forms. Infringement of these rules will result in the removal of the students access to the network.





School/Home Communication

- General information is found on the school website - www.keslichfield.org.uk.
- The school newsletter will be emailed home every 3 weeks and will also be published on the website.
- Text message and email services are used for key messages, e.g. regarding absence, school closure and Parents' Evening.
- We share success stories about our school via social media, including [Facebook](#) and [BlueSky](#).
- GO 4 Schools is the system used to communicate 'real-time' information about students to parents and carers.

Getting in Touch

Postal Address: King Edward VI School, Upper St John Street, Lichfield, Staffordshire WS14 9EE

Headteacher: Mrs C Forster

Telephone: 01543 255714

Email: General Enquiries: office@keslichfield.org.uk

Report Student Absence: Send text to 07860034183 / contact attendance@keslichfield.org.uk

Update Parent/Carer/Student details: studentdetails@keslichfield.org.uk

Bullying, reporting of any incidents: antibullying@keslichfield.org.uk

Web address: www.keslichfield.org.uk

When contacting the school our Reception Team will direct your call to the appropriate member of staff. As a general guide enquiries will be directed as follows:

General enquiries:	Reception Team
Admissions:	PA to Headteacher
Curriculum/Subject specific enquiries:	Head of Department
Student Support:	Student Support Team
Child Protection/Safeguarding Issues:	Safeguarding Team
Attendance Matters:	Attendance Team

Please do contact us to discuss any concerns which you may have. A telephone call or email to the school can usually be followed up quickly by a meeting with the person best placed to deal with your enquiry.

Parents' Evenings

Opportunities are arranged annually for parents/carers to meet with the staff teaching their child at a Parents' Evening online. Dates of these evenings appear on the school calendar and parents/carers are urged to book appointments via our online booking system. There are also Parents' Information Evenings for each year group offering parents/carers information on pertinent issues.

Admission Forms

Please complete and submit the online admission forms **by the deadline given**. This will enable us to enter information relating to your child onto the database. From time to time you may be asked to check or update this information.

Updating Student Information

Please let us know immediately if your contact details or home circumstances have changed so that school records can be updated. This is especially important where emergency contact information is concerned. Please send all updates to: studentdetails@keslichfield.org.uk. Alternatively you can fill in the 'update contact details' form on GO 4 Schools under 'my settings'.



Who Should you Contact?

If you have a question for someone within the school, please direct them to the below:

Example Question	Who do I go to?
General queries Concerned/worried about an issue	office@keslichfield.org.uk They will pass on your question/concern to your child's Form Tutor, Achievement Leader and/or Student Support depending on need.
Subject related questions SEND queries Pastoral concerns Extra-curricular activities	office@keslichfield.org.uk They will pass on your question/concern to your child's teacher and/or the relevant Head of Department/SEND Department.
Safeguarding concern	Telephone: 01543 255714 If you need to let us know about a safeguarding concern, please contact main reception and ask to speak to a member of our safeguarding team.
Questions about a school visit/trip	edvisits@keslichfield.org.uk
Questions about music tuition	musictuition@keslichfield.org.uk
Change in student details	studentdetails@keslichfield.org.uk
Planned absences Leave of absence requests	attendance@keslichfield.org.uk Please fill in the leave of absence request form available on: Attendance - King Edward VI
Absence/Illness	Text: 07860 034183 before 8:30am
PTA	kingedwardspta@gmail.com
Travel to school	transport.entitlement@staffordshire.gov.uk





GO 4 Schools



[GO 4 Schools](#) is the system that we use to collect and share information about students with parents and carers and can be accessed once students have started with us in September 2025.

What information is available?

- **Timetable** - a summary of the lessons for that day, together with a link to view the full timetable.
- **Attendance Data** - shown from the start of the academic year up until the previous day with a break down of authorised and unauthorised absences.
- **Behaviour** - a summary and further breakdown of all rewards and behaviour events, since the start of the school year.
- **Reports** - students receive one written progress report during the academic year with a comment for each subject and an approach to learning rating.

Target and progress data is not made available on GO 4 Schools for students in Years 7 and 8 but information in exercise books or on test papers will indicate how they are performing, and feedback will be provided during parents' evenings and on reports.

The GO 4 Schools notification function is used to communicate details of detentions and weekly behaviour updates.

Access to GO 4 Schools information is only given to adults with parental responsibility for a child and you are only able to see information about your own child/ren.

How is this information accessed?

GO 4 Schools can be accessed via a web browser (e.g., Microsoft Edge, Chrome, Safari etc.) or a free to access app. Please see the [GO 4 Schools](#) page of the school website for instructions on how to log in, further information about the system and what to do if you are having issues logging in. Not all information that is available online can be viewed on the app.

Access to GO 4 Schools for parents / carers is via the email address listed on our student database; **we do not supply or manage passwords**. Please keep us updated with any email address changes by contacting studentdetails@keslichfield.org.uk.

Students will be shown how to access GO 4 Schools during lesson time; access is via their school email address.



Library Resource Centre (LRC)

The Team

The library is staffed by a professional librarian and part-time library assistants and runs with the help of student librarians.

Opening Hours

The library is open every break and lunch time, in the morning before school begins from 8:30am and after school until 4:30pm.

Equipment

Alongside the library's 11,000 books, there are desktop computers, a set of laptops, printer and photocopying facilities. The Sixth Form study space is upstairs.

Independent Research

The library provides a programme of Year 7 lessons to teach independent research skills and enable students to explore our library. All departments can use the library as a teaching space to deliver lessons and carry out subject-specific research.

There is also a daily Homework Club, which runs from 3:15pm – 4:15pm in the library.

Reading for Pleasure

The library runs a whole range of activities to encourage students to read widely and often.

Year 7 participate in Book Buzz and the Library A-Z Challenge. .

Year 8 follow the Accelerated Reader programme and have a fortnightly English lesson in the Library.

We also run World Book Day events, participate in National Reading Champions quiz teams, Young Teen Fiction Staffordshire and Storytelling Week events, to name but a few.

Students can volunteer to be a Student Librarian and assist with library activities and promotions.

Local links

We work closely with local authors and nearby primary schools to enable our incoming and current students to engage with the library and reading. We run the Summer Reading Challenge for all Year 6 students, to be completed the summer before they start in Year 7.





School Uniform

In order to support the School's Code of Conduct, 'Ready, Respect, Strive', students are expected to be dressed appropriately at all times. We believe that this demonstrates pride in one's appearance and the school and sets the tone for a positive learning community built on personal responsibility and respect.

The guidance that follows has been developed in consultation with staff, parents/carers and students. It is intentionally detailed in order to avoid any confusion.

You will find a more detailed visual guide to correct [uniform on our website](#). This includes photos of what is acceptable and unacceptable uniform. If you are unsure if any items of uniform are suitable, please email the school office who will be able to assist: office@keslichfield.org.uk.

Uniform

- Black blazer (sleeves rolled down) with a school badge.
- King Edward VI School Skirt with the school badge. This can be pleated or straight and is available from either WB Schoolwear or Uniform Plus. (The badge should not be sewn onto another skirt. Stretchy skirts are not school uniform).
- Plain black trousers either loose or slim fit. (Jeans, jeggings or leggings are not acceptable) school trousers do not need to have the school badge on.
- Clip-on school tie.
- Optional plain black V-neck knitted jumper (with or without school badge) The school jumper must not be worn as a replacement for the blazer.
- A single pair of plain black, white or dark grey ankle socks or plain black or neutral tights, socks should not have any logos on them.
- White school shirt.
- Plain black, leather-type shoes (Sports trainers, hi-tops, canvas shoes, mesh material, shoes with obvious logos/emblems or shoes with high heels or boots are not permitted).
- Any tags must be removed from shoes.
- During the Summer Term, students have the option to wear a blue polo shirt with the school logo embroidered on it, if they wish.

Wearing Uniform Correctly

- Blazers should be worn before and after school, during lessons, between lessons, and at social times. Teachers may give specific permission within a lesson for blazers to be removed, but they should be replaced before the end of the lesson.
- Blazers may be removed whilst students are engaged in physical activity during break/lunch.
- Blazer/jumper sleeves should not be rolled up.
- Skirts should always be worn at an appropriate length, no more than 5cm above the knee, and not rolled up at the top.
- Shirts should remain tucked in at all times (the summer polo shirt does **not** need to be tucked in).
- Coats (worn when the weather is poor) must be worn on top of the blazer, and not used as an alternative to the blazer.
- The black V-neck jumper is optional, but may **not** be worn as an alternative to the blazer.



Outdoor Clothing

- Students are permitted to wear a plain, dark outdoor coat over their blazers when the weather is poor. This should be waterproof. Camouflage-style combat clothing, pull over 'hoodies', leather/ faux leather and denim are not permitted. (This includes clothing heavily decorated with insignia)
- Wearing of sweatshirt-style zipped jackets is not permitted, as they do not offer adequate protection against cold/wet weather
- Caps/hats should not usually be worn. In conditions of extreme temperatures or cold weather, a plain hat or cap may be worn outdoors
- Headwear worn for cultural/religious reasons should be plain and black.

Jewellery

- Students may wear a watch. If the watch is a smartwatch, students should not be checking this for notifications. It should therefore be disconnected from their mobile phone during the school day
- Students have permission to wear one small ring, one small pair of earrings (stud) in each ear, one necklace and one bracelet. Multiple necklaces, earrings and bracelets are not permitted
- All jewellery must be removed for PE for health and safety reasons
- Other forms of piercing including 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
- Jewellery worn for religious reasons should be discussed with the school in advance
- Belts should be plain, black and unbranded.

Hair / Make-up / Nails

- Extreme hair styles are not permitted – this includes hair dyed an unnatural colour, or patterns shaved into the hair
- Make-up should be subtle and not excessive
- Acrylic nails are not permitted for school due to health and safety
- Nails should be short in length and of a neutral colour, this includes gel nails
- False eyelashes should be subtle and not obvious.

Mobile Phones

- Mobile phones should not be seen or heard between the hours of 8:45am – 3:15pm. They must be switched off and kept in bags and **not in blazer or trouser pockets.**

Incorrect Uniform / Mobile Phone Use

Students wearing incorrect uniform or using their mobile phones will be logged on GO 4 Schools. Repeated uniform or mobile phone infringements will result in additional consequences such as an after-school detention or confiscation of the electronic device or item of uniform. No electronic devices are to be used between 8:45am and 3:15pm. Parents/carers will have to come and collect confiscated phones from any student who continues to use mobile phones during the day.

Should you have any difficulty providing any item of uniform, please contact our Student Support Team.



Clothing required for Physical Education and Practical Lessons

The PE kit at King Edward VI School is listed below. The students require a core bundle of kit to complete their PE lessons. Any items listed under the ‘additional’ heading are optional items to the basic requirements. We strongly recommend the use of shin pads, studded boots and gum shields for activities such as rugby, football and hockey. The training shoes need to be appropriate for physical activity of all kinds; therefore, no high tops or casual shoes will be accepted. These trainers also need to be different to school shoes. The branded PE Kit is supplied by [Printable promotions](#). It can also be purchased from Global Trading and Uniform Plus. Other non-branded kit, that is a very near match in style/colour (with or without the King Edward VI logo) is also acceptable. Please can you label each item of kit, a lot of students misplace kit each year and names mean we can return these items. Embroidery, label stickers, stamps & written in labelling are acceptable.

Essential PE Kit (All students)

- Navy t-shirt (plain or patterned are acceptable as shown in the pictures)
- Navy skort or shorts
- Navy long socks
- Sports trainers (as explained above)
- Shin pads
- Gum shield

COMPULSORY PE SKORT BUNDLE FEMALE



COMPULSORY PE SHORT BUNDLE FEMALE



COMPULSORY PE BUNDLE MALE



Additional Kit (Sport specific or layering for weather conditions)

- Studded boots
- Zip mid-layer (navy)
- Rain jacket (navy)
- Plain tracksuit bottoms (navy)
- Plain base layer (navy, black or white)
- Base layer leggings (navy) - not to replace shorts/skort but warm as an additional warmth layer
- Rugby top and shorts



KES VI Lichfield PE 1/4 Zip Midlayer Male



KES VI Lichfield PE 1/4 Zip Midlayer Female



KES VI Lichfield PE Rain Jacket Unisex



KES VI Lichfield PE Trackpant Unisex



KES VI Lichfield PE Rugby Jersey



KES VI Lichfield PE Rugby Short



KES VI Lichfield PE Legging Female



Uniform Suppliers

[WB Schoolwear](#) - online or in store. School uniform.

20 Bells End Lane, Walton on Trent, Derbyshire, DE12 8ND



WB SCHOOLWEAR

[Uniforms Plus](#) - in store. School uniform.

33 Tamworth St, Lichfield, WS13 6JP, Lichfield, Staffordshire, WS13 6JP
Telephone: 01543 414520

Unit 6, Burntwood Town Shopping Centre, Cannock Road, Chase
Terrace, Burntwood, Staffordshire, WS7 1JR
Telephone: 01543 677068



UNIFORMS
Plus

[Myclothing.com](#) - Online selected school uniform items.

This online uniform service does not provide the King Edward VI Skirt. Skirts must be purchased from our other suppliers (above).



MyClothing

[SK School Uniform](#) — instore/online. Uniform and PE Kit.

46 Chartwell, Riverside, Tamworth, B79 7UG
Telephone: 07540 525003



S.K.
School Uniforms

[PE Kit - Supplier—Printable Promotions](#)

The Steading, Borough Hill Farm, Catton Road, Walton-On-Trent, DE12 8LL
Telephone: 0845 072 2244



Second Hand Uniform

[Lichfield School Uniform Exchange \(Facebook\)](#)

Lichfield School Uniform Exchange is worth a look for pre-loved items of school uniform.

Uniform and Lost Property

It is vital that **ALL ITEMS** of uniform and bags are **CLEARLY LABELLED** with your child's first and last name and their tutor group – this includes ties and shoes/trainers. If this is not done it is often very difficult to trace mislaid property. Items of lost property which are handed in at school are stored in the Lost Property area by Bader staff room. Valuable items are normally kept in Student Reception.



Who is a Parent?

Anyone who has 'parental responsibility' under the Children Act 1989 counts as a parent.

What is Parental Responsibility? (PR)

PR means having the right and responsibility to make important decisions in the life of a child. Decisions like:

- Where they live
- Where they go to school
- What medical treatment they receive

Parental responsibility is automatically held by birth mothers, fathers married to the mother at the time the child was born, fathers registered on the child's birth certificate, civil partners and partners of mothers registered as the child's legal parent on the birth certificate. Step parents do not automatically have PR, even if they are married to the child's parent.

If two adults with PR do not live in the same household as the child, unless a court order is in place stating otherwise, both adults are entitled to be kept informed about the child's education. If a school knows all the people who have PR for a child then they can make sure that they keep them informed about that child's educational progress.

[Parental rights and responsibilities: What is parental responsibility? - GOV.UK](#)

Schools and PR

Please keep your child's school informed about any changes in your family circumstances. If schools are told about the changes, then they can make sure that they keep everyone up to date with how their children are getting on. Families sometimes have difficulties and courts can become involved in the care and living arrangements of the children. In these cases, schools need to know about any Court Orders that have been made. If you are not sure if the information will be useful, you can arrange to talk in confidence to someone at the school.

If you have a specific query about Parental Responsibility, you might find it useful to contact your local Citizens Advice Bureau, a Solicitor or a Local Legal Centre. All of whom should be able to help you.

Information about Parents

The range of people who may count as parents make it important for schools to know the names and addresses of the people concerned. This is why, when you enrol your child at school, the Headteacher will ask for information about anyone (apart from yourself) who may count as a parent, including those who live elsewhere.

You should always supply the Headteacher with the necessary information about changes in the names and addresses of other people who may count as parents.

Separated parents

One parent may sometimes wish to stop another from having access to the child, perhaps as the result of a sudden separation of the parents. The Headteacher cannot be expected to arbitrate on this issue. If the parents cannot agree, they must resolve the dispute through the Courts.



Restrictions on Information

The parent with whom a child lives may wish to restrict another parent's access to information (e.g. copies of school reports). Generally this cannot be done. However, under the Children Act 1989 it is possible for a parent to apply for a Court Order (a 'Prohibited Steps Order') under which ordinary rights are restricted. For example, an Order might ban a parent from receiving school reports or other information. The Headteacher would then be able to refuse requests for the reports or information.

Separated or Divorced Parents

King Edward VI School, Lichfield has developed a protocol for separated/divorced parents which can be found on our website.

[Protocol for families with separated or divorced parents](#)

Keeping the School in the picture

Families can change. Schools need to know about these changes so that student records can be kept up to date. Please always tell the school if something happens. For more information about how the Children Act may affect you and your child's education in Staffordshire, contact the Education Welfare Service.

[Education welfare overview - Staffordshire County Council](#)

Getting Further Advice

If these issues raise problems for you, please feel free to discuss your concerns in confidence with the a member of our Senior Leadership Team.

If your family includes step-parents or an unmarried father who would like to know more about how to get Parental Responsibility, ask your local Citizen's Advice Bureau; Law Centre/Solicitor; County or Magistrates Court.





School Fund

The School Fund contributes towards a variety of activities and resources that enhance student's experiences beyond the classroom. This may include supporting school events, curriculum enhancement experiences, enrichment activities and additional resources that benefit the wider school community.

We kindly ask all families to make an annual donation of £15 per family to support the school fund.

In September there will be an option on ParentPay for parents/carers to make their donation.

We really appreciate the continued support from families, helping us provide opportunities that enrich school life for all our students.

ParentPay

Our school uses [ParentPay](#), a secure online payment system, to make payments for school meals, educational visits, music tuition and other school activities. ParentPay allows parents/carers to make payments quickly and easily online at any time, using a debit or credit card.

Using ParentPay helps us operate a cashless system within school, making payments more convenient for families and reducing the need for students to bring cash into school.

New parents/carers will receive a letter from the school with your unique account activation details during the summer term. These details will allow you to set up your account and link it to your child. Once activated, you will be able to view available payment items, make payments, set up payment alerts and keep track of your transaction history.

We ask for you to please activate and add dinner money to your child's account before the first day of school in September 2026.

If you need any further information about ParentPay please contact the Finance office on the following email address - finance@keslichfield.org.uk.





Cashless Catering System

King Edward VI School, Lichfield operates a cashless catering system at all our food outlets on the school site.

The system incorporates the latest biometric facial recognition technology and eliminates the need for students to carry cash throughout the day. It also removes the need for students to carry a card or remember a security number. Further details of the system are explained below.

Any amount of money can be paid into a student's account via the ParentPay system (you will receive your login details in the Summer Term) and any money spent on food and drink will be deducted on a daily basis. Initially a daily '*spend limit*' of £5 will be programmed into the system and, if parents wish, this can be increased or decreased for individual students by making a written request to the school's Catering Manager at: office@keslichfield.org.uk for the attention of Mrs S Jones. It is not possible to accept cash payments at any of the school's food outlets, although arrangements will be made for students to pay cash for food and drinks during the forthcoming induction days.

In accordance with current legislation, we will be operating an 'Opt In' policy and therefore ask you to complete the relevant section of the online registration forms. If you choose not to have your child registered on the biometric system, a 4-digit PIN code will be allocated to your child. Please note that PIN codes do not have the same level of security and it will be your child's responsibility to remember the code and keep it secure at all times.

We hope that the following information will answer any questions you may have but, if this is not the case, please do get in touch with the school's main reception and colleagues there will be able to help with your enquiry.

Cashless Catering - Frequency Asked Questions

Q Why are you using biometric recognition?

A Biometric recognition converts physical characteristics into a unique digital signature that can be used to quickly and securely locate your child's cashless catering account. This helps speed up service and eliminates the requirement to carry cash or an alternative method of access, such as a card that can be lost or stolen.

Q How does it work?

A When the child looks at the camera, the software reads key features, distance between facial features and compares this against the database of registered users. When it finds a match it automatically opens their cashless catering account allowing the operator to complete the sale of their school meals.

Q Can these biometrics registrations be used by any other agency?

A No, the software turns your child's physical characteristics into an encrypted (using AES 256) string of characters known as a template. Even if someone were to be able to gain access to the data and break the encryption, this template does not contain enough information to be used in any other way.

Q What happens when my child leaves the School?

A When a student leaves school all data can be deleted very easily.



Q I don't wish to give permission for my child to participate with biometric recognition, can my child still purchase school meals?

A Yes, an alternative method of authentication will be available in the form of a four digit PIN code.

Q What if I change my mind?

A If you initially opt-in for your child to use biometric recognition but later change your mind, contact the school and we will remove the permission from the system, which will automatically remove any biometric data associated with your child and provide your child with an alternative method of authentication.

Q What methods of payment can be used to credit an account?

A Any amount can be credited to an account using online payment - see below. Once an account has been credited, the monies cannot be withdrawn and must be spent on the school meal/break services.

Online Payments

Online payments can be made to ParentPay in partnership with the Cashless Catering System. Please go to www.parentpay.com to make an electronic payment.

Q How can I check the credit on an account?

A This can be done by the account holder using the facial recognition system or by entering a 4-digit PIN Code. The current balance will then be displayed. Alternatively, this can be accessed via ParentPay.

Q Can I change the daily 'Spend Limit'?

A Yes - The daily 'Spend Limit' has a default of £5 but this may be changed by written request to the school's Catering Manager at: office@keslichfield.org.uk for the attention of Mrs S Jones.

Q How do 'Free Meal' Entitlements work?

A All free meal entitlements will be entered on to the system prior to the 'Live' day. The Cashless Catering System will, on a daily basis, automatically allocate the appropriate accounts with the free meal amount of £2.58 per day. Students with free meal entitlements remain anonymous at all times as all account types are accessed in exactly the same way. *NB: Any monies not spent from the daily free meal allocation will not be carried over to the next day.*

Q Can anyone else use my child's account?

A No - due to the extensive security on Biometric templates, no-one will be able to access your child's account. As a secondary precaution, a photo image is allocated to each student. If your child is using a 4-digit PIN Code, which someone obtains and attempts to use, the photograph shown on the EPOS Terminal will alert the operator to a fraudulent sale taking place.

Q My child has an allergy. How will this be monitored?

A All allergy records registered with the school will be entered on to the Cashless System. When students attempt to purchase an item which contains ingredients to which they are allergic the system will alert the operator and prevent them from selling the chosen item.

Q Can I dictate my child's dietary requirements?

A The system will allow you to register any items that your child is not allowed due to dietary needs or religious beliefs. Any such items must be confirmed in writing by the Parent/Carer to the Catering Manager.

Q Can I request a printed report of my child's meal intake?

A Yes. The Cashless Catering System allows numerous reporting facilities, which includes Dietary Habits. These may be requested by contacting ParentPay.



Free School Meals

Parents/carers claiming some benefits can claim free school meals for any of their children who attend a Staffordshire School or Sixth Form and would normally be at school at lunch time. This also covers any student who does not live in Staffordshire but is attending a Staffordshire school.

By claiming free school meals you can save time and money and make sure that your child eats well at lunchtime. *Even if you don't want your child to have the meals, making a claim will help the school as they receive extra funding for each child registered for them.* Additionally, when they have registered for free school meals, your child may have an additional entitlement to free home to school transport - for more information visit:

[Overview - Free school meals - Staffordshire County Council](#)

[Under 16 travel - Staffordshire County Council](#)

Email: freeschoolmeals@staffordshire.gov.uk

Telephone: 0300 111 8007 (option 3 followed by option 2)

How do I apply?

If you meet the low income criteria, you need to apply online. It only takes a few minutes and you get an instant yes or no as to whether you are entitled to free school meals.

Please note there are some Staffordshire schools that do not use our service. It is advisable to check which schools do not use this service [Free school meals](#) under the heading 'Do you deal with applications for all Staffordshire schools'. If your child's Primary School is on this list and your child is receiving Free School Meals you will need to [Apply online](#).

After completing an application you can print a copy of the confirmation page to give to the school for meals to start immediately. If you are unable to print you can still make your application online, but will need to wait for Staffordshire County Council to advise the school before you can start to receive the free school meals.





Catering Service

We offer an in-house catering service with the assistance of Catering Management Consultants. This allows us to decide what great tasting, healthy meals we serve to our students and to purchase many of our supplies locally. Local procurement not only supports our community but also enables us to buy excellent quality products. As well as our traditional menu, we also serve a healthy, fast-food range.

We operate the following services:

- **Breakfast**—from 8:15am - 8:45am (Before school)
- **Break**—11:10am- 11:25am
- **Lunch**—12:30pm - 1:10pm

We have three food outlets on site:

- The Hatch
- Bader Bistro
- Q Block Canteen

At breaktime students can use any canteen to get food from. However, at lunchtime, the students are separated into different zones across the three canteens, so that we can effectively manage queues to ensure they all have time to eat. Years 7, 8 and 9 students will eat in Bader Bistro, Years 10 and 11 in Q Block Canteen and Years 12 and 13 at the Hatch. Although we operate a cashless system, your child will be able to purchase food using cash on their induction days.

Hot Trolley

A selection of daily choices

- | | |
|-----------------------------------|-----------------------------|
| ➤ Sandwiches and Wraps | ➤ Pizza Selection |
| ➤ Chicken Fillet in a Floured Bap | ➤ Chicken Strips in a Wrap |
| ➤ Meatball Pasta Pot | ➤ 100% Beef Burger Baps |
| ➤ Curry & Rice Pots | ➤ Hot Dog |
| ➤ Mac 'n' Cheese Hot Tub | ➤ The BBG Vegetarian Burger |
| ➤ Fish Goujon Wrap | ➤ Panini Selection |

Free School Meals

All three of our outlets, Bader Bistro, Q Block Canteen and Johnson Hatch are set up via facial recognition for students who must attend their allocated year group outlet. The daily allowance is £2.58 and will buy a 'Meal Deal' (main meal and a dessert). This is a daily amount which does not carry over to subsequent days. Should a student choose food items that will take them above the daily allowance there will need to be funds in the ParentPay account to pay for this. If a student has used some of their allowance at break this will be deducted from the £2.58 allowance which will limit their lunch. We have a £5.00 daily 'spend limit' in the ParentPay account. If parents wish to increase or decrease the spend limit, a written request should be made to the school's Catering Manager via office@keslichfield.org.uk – for the attention of Mrs S Jones.



Week 1 - on a 3 weekly basis

Your Menu Choices

(please check the website for current menu choices)

[Catering - King Edward VI](#)

Example of winter menu

	Monday	Tuesday	Wednesday	Thursday	Friday
Main Meal	Oven Baked Sausages With a Yorkshire Pudding	Chicken Tikka Masala & Naan Bread	Baked Gammon	Chicken Stew & Dumpling	Breaded Fish
Vegetarian Choice	Quorn Sausages with Yorkshire Pudding	Cheese & Potato Pie	Quorn Roast	Macaroni Cheese	Quiche
Carbohydrate Vegetables	Creamy Mash Peas & Sweetcorn	Sweetcorn or Baked Beans	Roast Potatoes Seasonal Vegetables	Creamed Potatoes & Green Beans	Chips Peas or Baked Beans
Soup	Soup of the Day with Crusty Bread Rolls	Soup of the Day with Crusty Bread Rolls	Soup of the Day with Crusty Bread Rolls	Soup of the Day with Crusty Bread Rolls	Soup of the Day with Crusty Bread Rolls
Street Food	Jacket Potato, various fillings	Jacket Potato, various fillings	Jacket Potato, various fillings	Jacket Potato, various fillings	Jacket Potato, various fillings
Hot Trolley	Chicken Wrap Jumbo Hotdog Various Panini Pizza	Cheeseburger Argy Bhaji Burger Various Panini. Pizza	Chicken Burger Various Panini Chicken Tikka Masala with Rice & Naan Bread.	Meatballs with Pasta & garlic bread, Various panini Pizza	Breaded Fish Sausage Southern Fried Chicken Wraps, Pizza
Salads	Salads Daily	Salads Daily	Salads Daily	Salads Daily	Salads Daily
Desert of the Day	Hot Pudding of the day	Hot Pudding of the day	Hot pudding of the day	Hot pudding of the day	Hot pudding of the day.
Fresh Fruit & Yoghurts					



Weekly Breakfast Menu - Prices start from 20p

Monday	Tuesday	Wednesday	Thursday	Friday
Bacon or Sausage Bap				
Hash Browns				
Toast Bagel Crumpets Pancakes	Toast Bagel Crumpets Pancakes	Toast Bagel Crumpets Pancakes	Toast Bagel Crumpets Pancakes	Toast Bagel Crumpets Pancakes
Panini Selection				
Waffle	Waffle	Waffle	Waffle	Waffle

Specials

Sausage & Cheese Muffin	Chicken Wings	Ham & Cheese Bagel	Breakfast Wrap	Sausage Roll
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Where possible all our products are homemade and sourced locally.

DIETARY & ALLERGENS

Please speak to a member of the Catering Staff if you have any special dietary or allergen requirements.



The Parent Teacher Association



Welcome to King Edward VI School PTA - Join Your PTA

The school has an active Parent Teacher Association which works extremely hard to support the school financially through a wide variety of activities.

It is **Your PTA** that raises thousands of pounds each year to fund projects and activities over and above what the school provides. From providing sporting, design and technology and music equipment to supporting the school music and drama shows with funding for costumes and accessories. Enhancing the experience at events by putting on refreshments, many of the seating areas and benches and the Q block canopy have been purchased thanks to Your PTA. The annual quiz and Christmas fayre are two great social events run by Your PTA.

Your PTA is only a small PTA, and is unduly reliant on a few individuals, who we thank dearly for their support and commitment. However, this is not sustainable so we need and would welcome more parents/carers to join. This commitment can vary from simply a few hours on one evening/one event in the year, or to commit further and join the committee.

It is a great way to meet other parents/carers and learn more about the school. Any help that you could offer would be greatly received. We have parents/carers involved in Your PTA with children in Year 7 to Year 13. Your PTA is a social function and acts as a sounding-board for parents/carers' views.

We want to hear from you

Please look out for meetings, events and updates via the school website: [PTA - Parent / Teacher Association](#) the school calendar, online newsletter, social media and text messages. We would love to hear from you. Any suggestions, ideas or questions, please get in touch by email: kingedwardspta@gmail.com.

As well as these fun events we also raise funds through two online ventures which are outlined below.

Your School Lottery

You play weekly like any other lottery and could win the jackpot of £25,000 if you match all 6 numbers. There is a weekly winner from our school, winning on average £30. It is only £1 to play and the draw takes place every Saturday.

[Support King Edward VI School PTA when you play Your School Lottery - Your School Lottery](#)



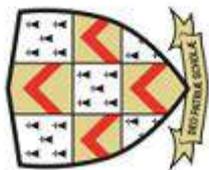
Easy Fundraising

If you shop online, there is an easy way in which you can raise funds for the PTA, through easyfundraising. There are over 4,000 shops and sites on the easyfundraising website that will now donate to us for FREE every time you use easyfundraising to shop with them. Just visit easyfundraising then search for the retailer you want to use and purchase your goods as normal.

<https://www.easyfundraising.org.uk/causes/kingedwardlichfield/>

These donations will help SO MUCH, so please sign up to support us – it is completely FREE and doesn't take long.





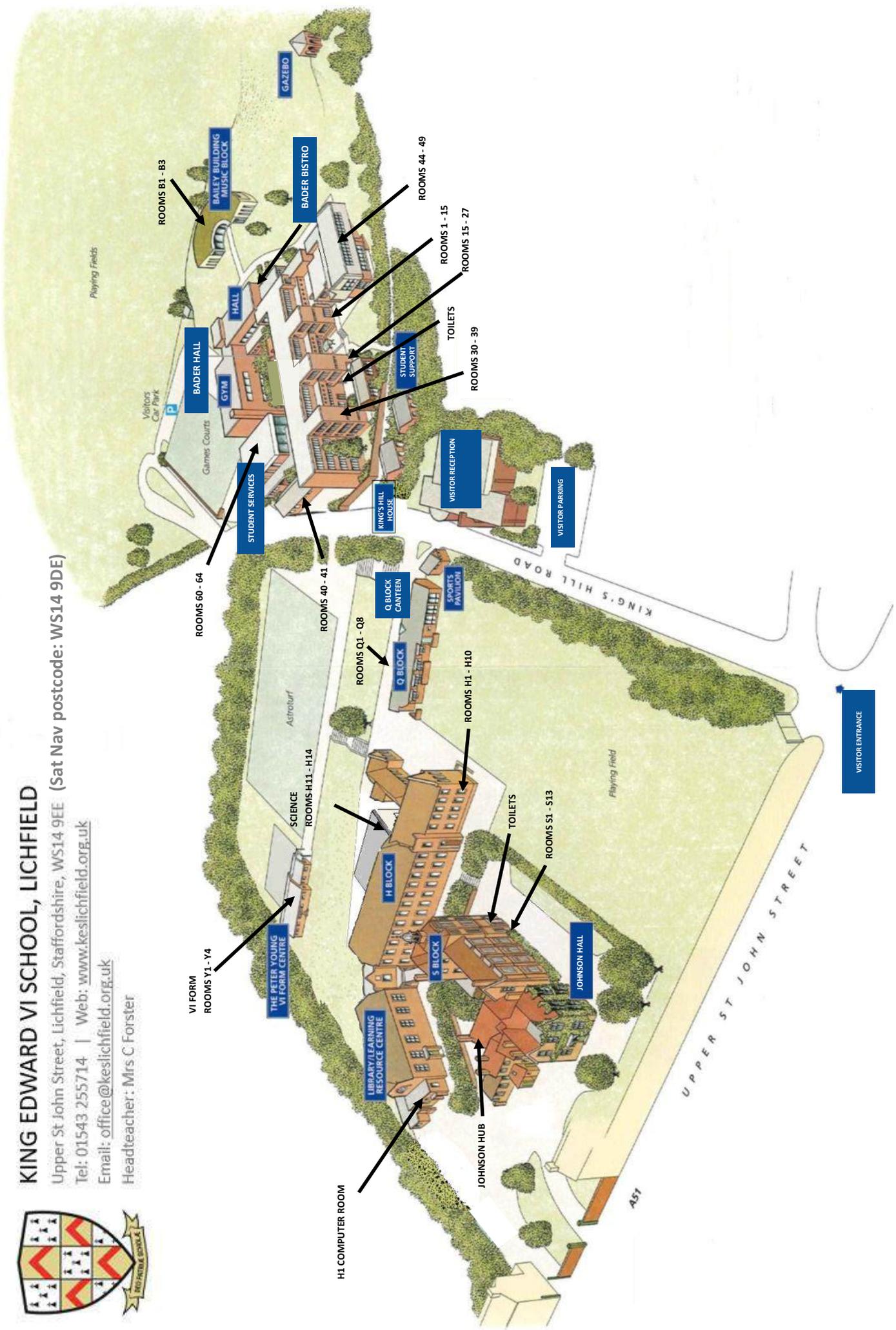
KING EDWARD VI SCHOOL, LICHFIELD

Upper St John Street, Lichfield, Staffordshire, WS14 9EE (Sat Nav postcode: WS14 9DE)

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

Email: office@keslichfield.org.uk

Headteacher: Mrs C Forster





Communication Systems



GO 4 Schools

GO 4 Schools is a 'real-time' online data system that provides parents, carers and students with easy access to timetable, praise, behaviour and attendance information, progress data and reports

[GO 4 Schools](#)



Satchel One

All students and parents are able to access homework and supporting resources via Satchel One online.

[Satchel One](#)



Parents' Evening System

Access to online booking for parents' evening appointments. We appreciate that parents' evenings are busy and that parents like the flexibility of choosing their appointment times.

[Parents' Evening System](#)



ParentPay

Used for educational visits and payment for school meals to support our cashless catering system in school. You can also use it to view the meal choices your child has made.

[ParentPay](#)



Texts and Emails

Groupcall is the package that we use to communicate to parents and carers via text and email. It forms an integral part of our absence reporting processes.



KING EDWARD VI
SCHOOL LICHFIELD

School Website

General information about the school can be found on our website.

www.keslichfield.org.uk



Social Media

We love to celebrate our staff and student success stories by sharing these on social media. Please follow us to keep up to date.

[Facebook](#)



[BlueSky](#)



KING EDWARD VI

SCHOOL LICHFIELD

King Edward VI School, Upper St. John Street, Lichfield, Staffordshire, WS14 9EE

T: 01543 255714 | E: office@keslichfield.org.uk

W: www.keslichfield.org.uk

Facebook: [King Edward VI School Lichfield](https://www.facebook.com/KingEdwardVISchoolLichfield) BlueSky: [@keslichfield.org.uk](https://www.bluethumb.com/@keslichfield.org.uk)