

18th July 2023

Dear Parent/Guardian

You will no doubt be relieved that this will be my last letter to you for this academic year. Unfortunately, it is a rather long one, with a number of pieces of key information contained:

1) Last Day of Term

The arrangements for the last day of term (Friday 21st July) are that all pupils can wear their own clothes. There is no charge for this but, as ever, we appreciate any donations of school uniform which is in good condition via the school office.

Secondly, we will be dismissing the children at 12.40. Any pupil who wishes to can collect a 'grab and go' lunch bag from the canteen before they leave.

2) First Day Back (Wednesday, 6th September)

New Year 7s will start by 8.45. All other Year Groups will be expected no later than 11.40 to their form rooms (see attached Form Teacher list), although the canteen will be open for early arrivers from 11.15.

3) Arrangements for the School Year

Please find attached Form Teacher arrangements for next year. The importance of form time underlines the need for a prompt arrival at school by all pupils and your support with this is appreciated. The School uniform rules can be found by following [this link](#).

4) Equipped for School

It is important that pupils come to school with the correct equipment every day and we are raising our expectations around this. The vast majority of pupils have the correct equipment every day. However, there is a small minority of pupils who don't have the correct equipment this can result in valuable learning time being lost whilst this equipment is being sought. This is unfair on the majority of pupils.

Headteacher: Mr Neil Jones

The following equipment is essential for all pupils to bring to school every day:

- Correct exercise books
- Pupil Planner
- 2 x black pens
- 1 x Green pen
- Pencil
- Eraser
- Clear 30 cm ruler

We also recommend the following non-essential equipment: scientific calculator (such as the [Casio fx-83GT CW](#)), a protractor, a highlighter, a glue stick and a mini white board pen.

The school is happy to help with the supply of this equipment if any families would like some support. Please contact your child's Head of Year for a confidential conversation.

5) Break and Lunch times from September

Year 7, 8 and 11 will be on first Break and Lunch (10.15-10.40 and 12.40-1.10) whilst Year 9 and 10 will be on second break and lunch (11.15-11.40 and 1.40-2.10). We will continue to provide free buttered bagels to all pupils in morning form time.

6) New IT Systems

We have a number of IT projects being implemented in September. Firstly, we will be moving from our current Management Information System (the main school software used to record pupil information, take registers, record incidents etc) to a better alternative called 'Arbor'. We will be sending you your log-in details in due course, but an overview of this system can be [found here](#).

Secondly, the company which provides the finger print readers and tills for our canteen will be updating their systems too to make them compatible with Arbor. Unfortunately, this means for the first two weeks your Arbor account balances will remain untouched and your child's spend will be recouped after that first two weeks in one go. Apologies in advance for any confusion this may cause.



**KING EDWARD VI
NORTHFIELD
SCHOOL FOR GIRLS**



**KING EDWARD VI
FOUNDATION
BIRMINGHAM**

7) Staff Leavers

Three long-standing and highly valued colleagues are retiring from teaching this summer: Mrs Barton (Head of Art), Mrs Turner (PE Teacher) and Ms Hall (Deputy Head). All three have played a huge part in the life of our school in very different ways and will be missed by pupils and staff alike.

Mr Conlon (Assistant Head Curriculum) is retiring from his current role, but will be returning for three days a week to continue to support the teaching of Computing.

8) New Catering Company

The school will be joining a King Edward VI Trust-wide catering contract from September. Thankfully, we will be keeping all of our hard-working and dedicated catering team, but will be working with the new caterers, AiP, to provide what we hope will be a really exciting menu to our pupils. I will send out the menu to parents when it has been finalised.

In closing, I would like to wish you and your family a pleasant summer and thank you for your support throughout what has been another very busy school year.

Yours faithfully

Mr Neil Jones
Headteacher