

18th July 2025

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) First Day Back (Wednesday, 3rd September)

Year 7 will start at 8.45am. All other Year Groups will have a short-staggered start to the day either arriving by 11am or no later than 11.35am. Please see the attached documents for further information about the times of the day for each year group and where they should assemble (form tutor lists and registration rooms are also included).

2) 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](#). We are happy to support families with purchasing uniform if required (email enquiry@nsg.kevibham.org), and also highly recommend [Rubery Swop Shop](#).

3) 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.

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

Headteacher: Mr Neil Jones

We will be providing equipment to pupils who do not bring their own in form time, but your support will continue to help minimise the need and, therefore, expense of this.

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.

4) Arbor (Year 7)

For all new Year 7 Parents / Guardians please look out for a link that will be being sent to you by email and or text message to set up your parent account in Arbor. This will need to be set up ahead of September so that you are able to receive communications and access the payment system including those needed for the canteen. You will also receive information to set up your ClassCharts account.

5) Break and Lunch times from September

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

6) ClassCharts

ClassCharts will enable you to keep track of your child's merit points, behaviour, access their weekly timetable, view assigned homework tasks and track scheduled detentions.

7) Staff leavers

Mrs Chauhan (Science Teacher), Mr Conlon (Cover Supervisor, Electronics Teacher and former Assistant Headteacher), Mrs Croft (Teaching Assistant), Ms Timlin (Head of Year and Teacher of Maths), Mrs Poon (Food Technician) and Ms Harpin (our English Trainee Teacher) are leaving us in the summer. These valued colleagues, who have done so much for our pupils and for their colleagues will be greatly missed.

8) New Staff Starting

Mr Chan (Teacher of Science) and Miss Ark (Trainee Art Teacher) will be joining us in September. As will two new Teaching Assistants Ms Barker and Ms Evans and a returning Food Technician, Mrs McConnell. In addition, Mrs Summers, Head of French, will be returning from maternity.



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9) Summer Safety

West Midlands Police have asked us to pass on a number of reminders:

Swimming in rivers/reservoirs: Reservoirs may look inviting, especially on a hot day, but they are extremely dangerous places to swim. If you jump in, you may not be able to get out as the sides are very steep; the water never gets above 11 degrees, and this will affect your ability to breathe and to move. Rivers and reservoirs may be deeper than you think.

Social Media: Do not allow your use of social media to put you at risk of grooming, exploitation, or regret in future. Use social media positively and avoid being negative about anyone online as comments/actions may be traced back to you and you will be held accountable.

10) Bring it On Brum!

Please use the link to access activities in Birmingham over the summer: [Home - Bring it on Brum!](#)

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