



King Edward VII School

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September 2023

To: Parents/Carers of Year 10 Students

Dear Parent/Carer,

Welcome to the new school term and to the beginning of your child's Key Stage 4 experience. The following two years will primarily be focused on working successfully through GCSE courses. This will require sustained commitment to classwork and homework and will involve formal assessments, internal 'Trial' Examinations and final external examinations.

Each student has been given their own timetable with details of their lessons, rooms and teachers and an electronic ID card and red lanyard which they must wear at all times for site security. They will use this to operate the electronic gates when they are permitted to do so.

To keep track of homework and other independent learning tasks, all students will need to use 'Satchel' - an app which they can access from the school's website or the MLE (which is our internal system). You can track and monitor your child's homework, behaviour and attendance/punctuality using the parent app. If you need log in details, please let us know by emailing the office email address above.

Assessment, examination and other important dates and deadlines are in the school's calendar on the website - www.kes.sheffield.sch.uk. Assessment information is also advertised through weekly bulletins which we email to students and, if we have your correct email address, you will also receive a copy.

There is a large amount of important information for parents/carers at the start of Y10. Much of this will be talked through at our **Y10 Information Evening for Parents on Thursday 14th September at 6pm at Upper School**, but we welcome telephone calls to request the information in other formats if needed, e.g. a telephone call or virtual meeting.

We are keen for all students to fulfil their potential and we intend to build on their Key Stage 3 progress. The Pastoral Team supporting your son/daughter includes:

- **Mr J Kennedy, KS4 Leader:** jkennedy@kes.sheffield.sch.uk
- **Ms R Sadiq, Y10 Pastoral Manager:** rsadiq5@kes.sheffield.sch.uk
- **Miss A Ellis, Pastoral Manager for Behaviour:** aellis@kes.sheffield.sch.uk
- **Mrs J Koszler, Pastoral Manager for Behaviour:** jkoszler@kes.sheffield.sch.uk
- **Ms E Reynolds, Pastoral Manager for Behaviour:** ereynolds@kes.sheffield.sch.uk
- **Mrs L Warde, Assistant Headteacher:** lwarde@kes.sheffield.sch.uk



- Mrs C Corker, Senior Learning Mentor for Safeguarding and Children who are Looked After: ccorker@kes.sheffield.sch.uk
- Miss E Hickson, Educational Welfare Officer: EHickson@kes.sheffield.sch.uk
- Ms A Murray, SENDCO: AMurray@kes.sheffield.sch.uk
- Mr S Fingleton, Head of Careers and Work Experience Coordinator: [sfingleton@kes.sheffield.sch.uk](mailto:singleton@kes.sheffield.sch.uk)

You can also contact the School Office on the Upper School number or the email address at the top of this letter if you want to discuss any issues affecting your son/daughter; they will pass on your message to the appropriate member of staff.

It is important to make clear that *students with high attendance in school will achieve more highly than those without*. Therefore, we need you to contact school immediately if your son/daughter is unwell or needs leave of absence from school for any reason. Our Attendance Policy promotes the highest possible attendance of all students across the School, **so you can expect contact from us if your child's attendance drops below 97% and more regular contact and monitoring if it falls further to 92% or lower.**

Our Pastoral Managers are the key points of contact for issues relating to attendance; they will work with students, parents and carers alongside the rest of the team, during the course of KS4. We use text and email to contact parents where possible and to pass on important information throughout the year. **However, requests for Leave of Absence should be made directly to lwarde@kes.sheffield.sch.uk.**

Please make sure that we have accurate up-to-date mobile phone and email contact details so that we can keep you informed throughout the year. You can email these details to Mrs Carter in the School Office (email: acarter@kes.sheffield.sch.uk)

We would also like to encourage parents and carers to use the school website www.kes.sheffield.sch.uk and our Twitter page (@KESSheffield) to keep up with information about important events.

Finally, as you may be aware, students at Upper School are permitted to go off-site at lunchtimes, with parental permission, although we continue to run a full canteen service. If you wish to review your permission at any time in the year, please email the School office.

We are looking forward to a successful and productive two years with our new Year 10 students. Key Stage 4 plays a vital role in your child's future success and over 99% of King Edward VII students go on to full time education or training when they have completed these all-important two years.

Please do not hesitate to contact the school if you require further information to help you support your child's success.

Yours sincerely



**Mrs L Warde
Assistant Headteacher
Key Stage 4**