

King Edward VII School & Language College

Headteacher: Beverley Jackson BEd MEd NPQH

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September 2023

To: Parents/Carers of Year 11 Students

Dear Parent/Carer

Welcome to Year 11 and the start of your son/daughter's final year of Key Stage 4. Although Year 11 students go on to some form of further education or training after GCSE, this year marks the end of a process of compulsory school education.

We are keen for all our students to fulfil their potential and we intend to support them in building on the progress they made in Year 10. The pastoral team that will continue to support your son/daughter through Year 11 includes:

- **Mr J Kennedy, KS4 Leader:** jkennedy@kes.sheffield.sch.uk
- **Miss J Sale, Pastoral Manager:** jsale@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, SENCO:** JMurray2@kes.sheffield.sch.uk
- **Mr S Fingleton, Head of Careers and Work Experience Coordinator:** sfingleton@kes.sheffield.sch.uk

Each student has been given their new timetable with details of their lessons, rooms and teachers and a new electronic ID card if they needed a replacement. They have also been issued with a new purple lanyard for their card, which they must wear at all times for site security.

To keep track of homework and other independent learning tasks, all students will need to continue 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.

Year 11 students have an important year ahead with final assessments, trial examinations in November (**Monday 13th-Wednesday 22nd November**), during which they will be on Study Leave, and external examinations. In addition to this, all students will need to complete an application to access Post 16 courses or training via the Sheffield Progress website <https://www.sheffieldprogress.co.uk/> which will go 'live' in November. We will send you more details on this process soon and hope that you will join us in our Upper School Assembly Hall for our **Y11 Parents' Information Evening on Thursday 28th September at 6pm** where we will talk through this and other important aspects of supporting Year 11 students through this year. **Parents' Evening for students and parent is on Tuesday 17th October: 4-6.30pm.**

We continue to strive for the *highest possible attendance for each student in school as statistics show that those students who attend School continuously will achieve more highly than those who do not.* Please contact school immediately if your son/daughter is unwell or needs leave of absence from school for any reason and provide medical evidence where possible. 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 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 Amy Carter in the School Office (email: acarter@kes.sheffield.sch.uk).

Please do not hesitate to contact the school if you require further information to help you support your child's success. We look forward to helping all of our Year 11 students to fulfil their potential in this important year.

Yours sincerely



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