



King Edward VI Aston School  
Frederick Road  
Birmingham B6 6DJ

School Tel: 0121 327 1130  
Sports Hall Tel: 0121 327 6434  
KESSP - Trinity Road Tel: 0121 554 4036

[enquiry@keaston.bham.sch.uk](mailto:enquiry@keaston.bham.sch.uk)  
[www.keaston.bham.sch.uk](http://www.keaston.bham.sch.uk)



**KING EDWARD VI  
ACADEMY TRUST  
BIRMINGHAM**

15<sup>th</sup> January 2018

Dear Parent(s) and Carer(s),

**Re: Three matters**

Please can I ask all parents and carers to note the following: -

1. Except in an absolute emergency, parents must not arrive unannounced at school expecting to see a member of staff. If there is an urgent need to see a member of staff please can you first contact the school (0121 327 1130 or at [enquiry@keaston.bham.sch.uk](mailto:enquiry@keaston.bham.sch.uk)) clearly stating the name of the member of staff who you need to speak to. In most cases staff will have some time during the day to contact parents to discuss the issue and to arrange a mutually convenient time to meet if necessary.
2. If a pupil feels ill during the day they must first report to the school's first aid officer. The first aid officer will provide assistance and if necessary contact parents to inform them of the situation and put in place arrangements for the pupil to be collected from school. If your son contacts you during the day saying that he is unwell and wants to come home please can you tell him to report to the first aid officer as a matter of urgency.
3. Parents must not walk around the school site at any time unless accompanied by a member of staff. Parents coming onto the site to collect their son for whatever reason must come to the main school office, report to the receptionist (Ms Bahia) and wait by the blue chairs in the foyer.

Your co-operation with the above matters is much appreciated.

Yours sincerely,

C. Parker  
Headmaster

Headmaster: C.Parker, *M.Hist, MBA, NPQH*

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