



**KING EDWARD VI  
KING'S NORTON  
SCHOOL FOR BOYS**

*Educational excellence for our City*

King Edward VI King's Norton School for Boys,  
Northfield Road,  
Birmingham,  
B30 1DY

Tel: 0121 628 0010

enquiry@knbs.co.uk  
knsb.kevibham.org



**KING EDWARD VI  
FOUNDATION  
BIRMINGHAM**

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April 2025

Dear Parent/Carer,

We hope that you have all been enjoying the spring sun in recent days and that you are looking forward to spending some time with your loved ones over the Easter break. We just want to check in with you before you do to share some important information about the transition process.

Following on from our initial letter which welcomed you and your son to King Edward VI King's Norton School for Boys, we now need to begin setting your son up on our information systems in readiness for September. To assist us in doing this, we use an online platform called, Applicaa, for which you will be sent log in details in the next day or two. As this will be from an unfamiliar contact, the email from Applicaa may well be directed into your clutter or junk folder. Therefore, if you have not received it in the next couple of days, please check your other folders.

Once you have set up your Applicaa account, you will be asked to complete a series of sections to allow us to gather essential information. The sections should be fairly simple to follow, but in each one there is also a handy 'i' icon for you to hover over if you need some more guidance. Please note, you *do* have to complete *all* of the sections and answer all questions before you will be allowed to move on.

We also appreciate that it might be easier for some families to complete the form in their home language, so at the top right of the form, once you have logged in, you will find the 'Select your language' drop down menu and you can change this to suit you.

One thing to note is that we do require for you to have at least *three* adult contacts for us to have on file, for in the case of an emergency. You will also be asked to prioritise these contacts according to your communication and emergency contact preferences, so please give careful thought to this section.

Once you have completed all this information, it will be transferred to our in-house database so that we can get everything ready for your son to start in September.

Headteacher: Mr D Clayton

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If you have not already done so, please remember to sign your son up to our Summer School, which will take place in the last week of the summer break. There are details of this in our previous communication, and those parents that have already signed their son up have this week received confirmation of their place.

There will be lots more communication from us in the coming weeks but please remember that you can find out more about preparing for September on our website: [www.knbs.co.uk](http://www.knbs.co.uk). In the meantime, if you have any questions about transition, please do not hesitate to get in touch via [enquiry@knbs.co.uk](mailto:enquiry@knbs.co.uk).

Yours faithfully,

Vanessa Bartlett

Senior Assistant Headteacher

Headteacher: Mr D Clayton

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