Notley High
School and Sixth Form

Enjoy, Enrich, Achieve, Aspire.

2 November 2026

Dear Parents and Carers of Year 9,

Year 9 Moving to the Upper School from January 2027

I am writing to let you know about a change to the leadership of Year 9 from the start of the spring term.

Mrs Lister, who has overseen Year 9, will begin her maternity leave in January. I know you will join me in wishing her and her family every happiness, and in thanking her for the care and commitment she has shown your children.

From January, **Miss Roberts, Assistant Headteacher for Key Stage 4**, will take on oversight of Year 9. Many of you will already know that Miss Roberts leads our upper school, working with students in Years 10 and 11. Her focus is twofold: the pastoral care and wellbeing of our students, and their examination success. She brings considerable experience of guiding young people through Key Stage 4, and is passionate about ensuring every student is settled, supported and ambitious.

The timing of this change is deliberate. The spring term is when Year 9 students begin choosing their options for GCSE and BTEC courses — the first real step on their Key Stage 4 journey. It is the right moment for them to begin working with the leader who will guide them through the next two and a half years, and it means Miss Roberts will know your child well from the very start of their options process right through to their final examinations.

Year 9 have already enjoyed a busy and rewarding autumn term, including their trip to the Science Museum and a series of PSHE workshops. They have also represented the school with pride in sporting fixtures, with particular success in netball. The spring term builds on this, beginning with their first work experience day in January — an important opportunity to explore different careers and to start connecting their interests and ambitions with the subjects they might choose.

Mrs King will remain as Pastoral Manager for Year 9, so your child will continue to have a familiar first point of contact for day-to-day pastoral matters. We are also looking to appoint a second Pastoral Manager, ready for January, to strengthen this support further, and we will write to you again with the detail. Alongside this, Miss Roberts will be a visible presence with the year group — at line up, in assemblies and around the school — and will uphold the high standards of behaviour, uniform and conduct that are central to life at Notley.

Heart Points and rewards will continue exactly as they do now. Heart Points recognise the positive difference students make in lessons, in form time, at clubs and around school, and Miss Roberts is looking forward to celebrating the achievements of Year 9 as they take this next step. As students begin to think about their options, the effort, attitude and character that Heart Points recognise matter more than ever.

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Miss Roberts will write to you in the new year with further information about the options process, including key dates and how you can support your child in making well-informed choices.

In the meantime, if you have any questions, please do not hesitate to contact the school office.

Yours sincerely,

Mr M Barrow
Headteacher

Mr H Ruffell
Senior Deputy Headteacher