



Normanhurst School

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HEADMISTRESS

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22 April 2025

Dear Parents

Re: April 2025 Headmistress's Letter

Lighter days and evening are a clear sign that the summer term is here. It's wonderful to see the children with renewed energy for learning and new experiences. I hope you have all enjoyed the Easter break and Eid celebrations. We have welcomed the summer term with open arms, and we are excited for the events ahead.

Year 11 GCSE Update

We will be celebrating the Year 11's efforts and hard work by hosting a Celebration Breakfast on their last day of school on Tuesday 6 May. Following the end of exams, Year 11 have the Normanhurst School Prom to look forward to on Monday 7 July at West Essex Golf Club from 6.30pm.

Y11 Book Return – Monday 16 June

Textbooks and library books issued to Year 11 pupils need to be returned on Monday 16 June. Pupils will need to bring in all of their GCSE textbooks, for every subject, in a labelled carrier bag and take them to the Music room between 11-12pm, where they will be checked off against a tick list and recorded as returned. Pupils are not to return books directly to teachers. They may also have library books or textbooks from earlier in their school career, which have not yet been returned. These can all be brought back to school at the same time.

Y11 Results Day – Thursday 21 August

We will be inviting Year 11 to come into school to collect their exam results on Thursday 21 August from 8.30-10.00am. Miss Reid, the Exams Officer, staff and the Senior Leadership Team will be in school to hand out the results and offer advice on the day. Any Year 11 pupils who will not be able to attend in person must let the school office know by Friday 27 June, so that we can plan for your results to be sent out at some point during the day.

Moving Up Day

Moving Up Day is fast approaching and will take place on Tuesday 24 June, when pupils will spend the day with their teachers in preparation for next year.

Junior pupils will spend the whole day in school with their new teachers. We are also inviting new pupils who will be joining the juniors in September, so that they can meet their classmates. Parents will be invited into school at the end of the day to meet their child's teacher for next year.

Pupils who will be moving into the Seniors in September have a Year 7 Induction Day on the same day. Current Year 6 pupils will meet the new pupils who are joining us from other schools and there will be a special programme of activities for the day including a team building afternoon offsite.

Our current Year 6 parents and new parents are invited to join us at 5pm for a meeting in the school for a short talk about life in the seniors, and will have the opportunity to meet the Senior Leadership Team.

There will also be a Pre-loved Uniform Sale in the afternoon from 3.30-4.45pm at the front of the school.

Staff Updates

As in all schools, the Summer Term sometimes sees staff moving on to pastures new and it is no different at Normanhurst. This year we will be saying goodbye to Miss Rudman, Junior Class teacher, Head of Ridgeway House and Junior Humanities Coordinator. Miss Rudman will be relocating to Sussex and will be going to support her family. I would like to thank Miss Rudman for her hard work, commitment and dedication to the school. Her passion and energy for pupil development has been inspiring. She [has](#) been a valuable leader across the school, providing excellent pastoral support while being hugely committed to the wider school life.

Ms Hon-Ng, Head of Art and DT will also be leaving us at the end of the Summer Term. Ms Hon-Ng has done an incredible job in improving the standard to Art and DT within the department and more recently supported her form class pastorally. We would like to thank Ms Hon-Ng for her hard work and efforts to make the subject enjoyable.

I am also pleased to announce that Mrs Huxford-Bonella, Teacher of French, is expecting her second child and will go on maternity leave at the end of this academic year. We will now begin the process of recruitment and I will make an announcement once appointments [have](#) been made.

Years 7 to 10 Exams and Assessments

We plan to run the scheduled end-of-year assessments and examinations on the following dates:

- Year 10 exams will take place from Monday 28 April to Wednesday 7 May
- End of Year exams will take place for Years 7 to 9 from Monday 2 June to Friday 6 June

Revision packs have been sent home together with the End of Year Exam timetables.

Class Photographs

We have booked a photography company to take class photographs on Thursday 24 April. Weather permitting they will be taken outside, or alternatively, in the school hall. The photographs will be available for parents to order soon thereafter. Please ensure your children are in the correct uniform and footwear on the day, including socks and hair accessories.

School Uniform

All the children should return to school at the start of the Summer Term wearing their correct summer uniform and blazers should be worn to school every day. As usual long hair needs to be tied back with plain navy accessories, or with the school coloured hair accessories available from the uniform shop.

Prefect Interviews

The recruitment process for the new prefect leadership teams is progressing nicely. There are prefect positions for both Year 11 and Year 6. The interviews will start this term and continue into the summer term. An announcement will be made towards the end of term and successful pupils will be presented with their badges and prefect ties at Speech Day on Thursday 3 July.

NSPA Summer BBQ

The Normanhurst School Summer BBQ is on Saturday 28 June 12.00-5.00pm. It promises to be a fun community event in the playground, hall and classrooms. This year the theme will be Celebrating the Cultural Diversity of our School Community. Please save the date and look out for further communications from the NSPA.

Mobile Phones in School

Please note the following about our mobile phone policy. Pupils in the juniors are not permitted to bring mobile phones or electronic devices into school. Pupils in the seniors are not permitted to use their phones or have them switched on from the time they arrive on the school site until after they leave. Mobile phones should never be used in school, in class, corridors, in the playground or in the toilets.

Pupils' mobile phones are handed in as soon as they arrive at school and they will be kept safe until they are returned at the end of the school day. The school does not take responsibility for any loss or damage to mobile phones and they are brought in at the pupil's own risk. If your son or daughter needs to contact you during the school day, they can go to the school office and they will facilitate any calls. Please could you discuss this with your child to ensure they understand the expectations. Your support is much appreciated.

Important Dates for the Diary

Wed 23 Apr		First day of Summer Term
Thu 24 Apr		Class Photos
Mon 28 Apr – Wed 7 May		Y10 End of Year Exams
Mon 28 Apr	09:30 – 15:40	Y8 Science Museum (STEAM)
	16:00 – 16:30	Y4 Residential trip parent meeting (Y4 classroom)
Tue 29 Apr	09:30 – 15:40	Y7 Science Museum (STEAM)
	16:00 – 16:30	Junior PSHE Parent Consultation Meeting (hall)
	16:30 – 17:00	Senior PSHE Parent Consultation Meeting (hall)
Thu 8 May – Wed 18 Jun		Y11 GCSE Exams (25 June Contingency Day)
Thu 8 May	09:15 – 10:15	House Music Competition - parents invited
Wed 14 – Fri 16 May		Y4 Danbury Residential Trip
Mon 19 May	16:00 – 16:30	Y5&6 Residential trip parent meeting (music room)
Tue 20 May	17:00 – 17:30	Y7&8 Residential trip parent meeting (hall)
	17:00 – 17:30	Y9 Residential trip parent meeting (music room)
Fri 23 May	08:30 – 09:00	LK-Y6 Drop In Morning
Mon 26 – Fri 30 May		Half Term

The Leadership Team, your child's form tutor or I are very happy to discuss any questions or concerns that may arise. Please do feel free to email or contact the school office if you would like to meet with us and discuss any issues.

With my very best wishes

Yours sincerely



Jacqueline Job
Headmistress

