

September 2024

Dear Parents and Carers

I hope everyone had an enjoyable summer and welcome back to the new school year. It has been an excellent start to term with students looking smart and showing excellent attitudes towards other members of the school community and their learning.

This letter contains important information to support your child in the new school year, please read carefully and keep in a safe place.

- We are looking forward to seeing parents and carers at our many information events and at Progress Evenings this year. The school is also open for Heritage Day on Saturday September 14th 10-2pm and our Year 6 Open Evening is Thursday October 3rd 5:30-8:00pm.

Yours sincerely



**Ms. J Philpott**  
Headteacher

## Communication

- Our main source of communication is by email: [office@cns-school.org](mailto:office@cns-school.org)
- Alternatively for student queries you can also contact the student services office by email [studentservices@cns-school.org](mailto:studentservices@cns-school.org)
- When emailing the school with non-urgent enquiries please allow up to 48 hours for a reply
- You can also call the main reception on 01603 274000
- Facebook is updated regularly with key messages
- Our website contains all information about CNS [City of Norwich School \(cns-school.org\)](http://City of Norwich School (cns-school.org))

## Calendar

The Calendar for key dates and events can be found on the school website in the Key Info section: [City of Norwich School \(cns-school.org\)](http://City of Norwich School (cns-school.org))

These are the main events for the next half term

- Thursday Sept 12th - Yr7 Parent Information and Tutor Evening
- Saturday Sept 14th - CNS Heritage Day
- Tuesday Sept 17th - Duke of Edinburgh Award Information and Launch Evening
- Thursday Sept 19th - Step into Yr11 Information and Careers Evening
- Friday Sept 20th - Individual Photos - During the school day
- Tuesday Sept 24th - Product Design trip to IKEA
- Wednesday Sept 25th - Enrichment Fair - During the school day
- Thursday Oct 3rd - Yr6 Open Evening
- Tuesday Oct 8th - Flu vaccinations - More information to follow
- Tuesday Oct 8th to Friday Oct 11th - DofE Silver Expedition in North Suffolk

## Attendance

- If a student is ill, parents should phone the absence line (**01603 454015**) by **8:30am for every morning your child is off**.
- If we do not receive communication about why a student is off, we will contact parents that morning to ascertain why they are not in school.
- Students are expected to have **95%+ attendance**. If a student's attendance falls below this, we will intervene.
- **Holiday requests will not be authorised in term time**. Any requests due to exceptional circumstances must be communicated in writing to the Headteacher.
- Students are expected to be in school for form time/assembly by **8:35am every day**. If they are late, this will be recorded & they will receive a Late Detention if they do not attend their House Office at break time that day to explain the reason for their absence.

## Equipment and books

- Exercise books are the main record of your child's learning and a valuable revision
- This term we are creating good book habits with the expectation that all exercise books or folders will be neat, tidy, and well presented.
- Learning will be dated and titled with a contents page at the beginning to make referencing prior learning more accessible for students.
- We expect all books to be kept in a presentable condition with no doodles or scribbles.
- Books are your child's responsibility and books, and equipment need to be brought to school in a school bag.
- We want students to be proud of their learning and please ask to see this at home.

## Curriculum

- To get a better idea of what your child is learning, and allow you to be more involved at home, visit the following sites:
- Overview: [City of Norwich School - Curriculum Overview \(cns-school.org\)](https://cns-school.org)
- KS3: [City of Norwich School - Key Stage 3 \(cns-school.org\)](https://cns-school.org)
- KS4: [City of Norwich School - Key Stage 4 \(cns-school.org\)](https://cns-school.org)
- **Homework** will always be set on Go4Schools and can be accessed by parents and students. We recommend that students tick off the homework they complete so that the list is manageable.

## Assessment

- A separate KS3 & KS4 Assessment Calendar can be found on the school website, underneath the 'Curriculum' tab [City of Norwich School \(cns-school.org\)](https://cns-school.org).
- A list of key dates for all year groups, including Progress Evenings and Full Reports can also be found on the school website, underneath the 'Key Info' tab.

## Uniform

We would like to extend a thank you parents for your support in ensuring that students have arrived in the correct uniform at the school start and supporting the school when reminders and corrections have had to be made. We would just like to remind parents that;

- Socks are to be plain and of dark colour (black or Navy)
- Jewellery should be discreet and safe; large hoop earrings are not permitted, but a single pair of studs is allowed. A single ring and bracelet are permissible. A single discrete nose stud is allowed, not a ring. Acrylic /fake nails, or fake eyelashes should not be worn.
- Shoes should be black school shoes.

- Non-CNS hoodies are not allowed to be worn on site.
- Students should carry a bag as part of their uniform.

More Information can be found here. [City of Norwich School - School Uniform \(cns-school.org\)](https://cns-school.org)

#### Home school agreement and Go4 Schools

- The school's Home School Agreement can be found here <https://cns-school.org/admin/wp-content/uploads/sites/57/2024/09/Home-Academy-Agreement.pdf>
- Please familiarise yourself with the contents of the agreement and thank you for working with us in supporting your child.
- Go4Schools is the online platform we use to record attendance, progress information, and positive and negative behaviour events.
- To keep up to date with your child at CNS we strongly recommend downloading the app or accessing it in the web browser.
- Further information and supporting links can be [found here](#)