

July 2025

Dear Parents and Carers

Thank you for your continued support this year in what has been a vibrant and productive year. Thank you for completing parent surveys which have been overwhelmingly positive. I have really enjoyed this school year as have so many members of the CNS community.

In the last weeks of term, we have continued to maintain a busy and vibrant school alongside a vast range of events including Cultural Celebration Day, CNS Art Exhibition, Rewards Assemblies, Sports Day, Duke of Edinburgh expeditions and trips to the Lake District and University of Lincoln.

I would like to say a very public thank you and well done to all staff and students who have shown unwavering hard work and commitment to 'Excellence in All' at CNS.

I am writing today with information for next year. Please read this letter carefully and keep it safe as it contains important details relating to the school year 2025-26. All students at transition points, Y7,10 &12 will start term on September 3rd and all year groups on September 4th.

Finally, I am really looking forward to the next academic year and continuing to work with all members of the CNS community.

Term finishes at 3.05pm on Friday July 18th for Y7,8 &9 with Y10 & Y12 finishing at 1.20pm. I wish everyone a safe and happy summer break.

Your sincerely



Ms J Philpott
Headteacher

Start of term arrangements 2025-26

Weds 3rd September Year 7, 10 & 12 only.

Time	Activity
8.35am	Year 7 arrive and go to Sports Hall Year 10 arrive and go to Fisher Centre
8.45am	Year 12 meet on the front lawn
	No Period 6 teaching

Thursday 4th September: All year groups

Time	Activity
8.35am	Y7-11 students arrive and go to Form
9.00am	Year 13 arrive and go straight to Form rooms
10.00am	Year 12 arrive for lessons or study period
	Period 6 lessons begin

CNS Home-School Agreement

At CNS, we firmly believe that education is most successful when schools, parents, and students work together in close partnership. With this in mind, we ask you to read, sign and keep our updated Home-School Agreement, which is attached to this letter.

The Home-School Agreement sets out the shared expectations, responsibilities, and values that underpin our work together to help every child achieve 'Excellence in All.' It is not a contract, more a supportive tool that helps strengthen the partnership between school and home, to ensure that every student has the best chance of success. We expect that the terms of the agreement are maintained by school, parents, and students.

Why do we have a Home-School Agreement?

When schools, parents, and students commit to working in partnership, the benefits are far-reaching.

- Students benefit from:
 - Higher attainment and achievement in their learning
 - Better attendance and engagement
 - Improved wellbeing and greater confidence
- Parents benefit from:
 - Clearer and more open lines of communication with the school
 - Practical support in promoting learning at home
 - Help in encouraging positive behaviour both in and out of school
- CNS benefits from:
 - A more engaged and involved school community
 - Stronger support in promoting positive behaviour and high standards
 - Greater alignment between home and school in supporting each child's development

Achieving these outcomes is not always easy and requires commitment from everyone involved. The Home-School Agreement provides a shared understanding of our goals, responsibilities, and values, including respect, kindness, readiness to learn, and active participation.

By your child attending CNS you are showing your commitment to the Home School Agreement. Thank you for taking the time to read and discuss the Home-School Agreement with your child. If you have any questions or would like to discuss any part of it, please do not hesitate to contact the house team in first instance.

We look forward to continuing to work with you in partnership.

CNS 4Ps Polite, Punctual, Prepared, Participation

Our 4 Ps have shaped our expectations at CNS for several years now and provide important lifelong and workplace qualities that we seek to develop in all our students. All students are expected and encouraged to abide by our four Learning Expectations: Punctual, Prepared, Polite, and Participation. These expectations are designed to make it possible for all students to learn in a calm and purposeful environment and develop the values and characteristics we strive to create as part of our CNS culture.

Punctual

- Being in school is important to your child's academic achievement but it also has crucial impact on students' wellbeing, and wider development.
- Strong school attendance has a proven link to stronger educational outcomes.
- Students are expected to be on time to school and attend form time and to arrive at all their lessons on time.
- Students are expected to meet homework and coursework deadlines and catch up on work they have missed if being absent.

Prepared

- Part of being a successful learner is being a prepared learner. All students will have an equipment check in Form time at regular intervals throughout the year. We ask that all students come to school each day with the following:
 - A school bag big enough to carry exercise books and equipment to and from school safely which keeps them neat.
 - A pencil case with the following:
 - Blue or black pen
 - Pencil
 - Green pen
 - Whiteboard pen
 - Ruler
 - Rubber
 - Highlighter(s)
 - Optional items: sharpener, colouring pencils,
 - Maths will be asking for all students to have a calculator and recommend the following model:
 - [Casio scientific calculator \(FX-83GTX\)](#) or
 - [Casio FX-83GT-CW](#)
 - Maths equipment including.
 - Protractor
 - Compass
- Our mobile device policy remains unchanged. Mobile devices are not to be seen or heard in school unless being used for educational reasons or with permission of a member of staff. Devices will be confiscated, and parents will be asked to collect should a device be seen or heard.

Polite

- The way we speak to one another can make the difference to a person's day and the language used to ensure a positive environment for all.
- Be kind, considerate and respectful to all members of the CNS community, including visitors and neighbours.
- Ensure we treat the school building and learning environment with respect.

Participation

- Students should take a proactive role in their learning by attempting all work, show determination and resilience when approaching the work set, and aspire to be the best that they can be.
- We want students to participate in wider school life through taking part in the range of opportunities on offer within our enrichment and co-curricular programme.

Attendance

Your child is expected to attend school every day. Your child should only miss school in exceptional circumstances, for example, common colds or tiredness are not a reason for a day away from school. We will always seek to work in partnership with parents to understand any barriers to attendance and provide support to address these. For full information please see [City of Norwich School - Attendance and Absence](#)

Uniform

- A new school year allows a fresh start for uniform in line with the school policy which remains largely unchanged.
- The CNS uniform is affordable, practical, comfortable, and inclusive.
- Uniform will be checked daily by Form Tutors, and staff throughout the day. with sanctions for students not meeting expectations.
- Repeat or extreme failure to correct uniform infringements might result in students being out of circulation and parents will be contacted to support with correcting uniform infringements, as per the Home School Agreement.
- Please can you check your child's uniform to ensure it meets the school policy and if there are reasons for non-uniform clothing, please contact the House Teams to discuss how we can help.
- A weblink to one of the Schoolwear providers is below, other suppliers are available.

[Girls School Skirts](#) | [Pleated Skirts](#) | [George at ASDA](#)

By the end of term, you will be able to find the updated Uniform Policy on our website here [City of Norwich School - Policies](#)

Houses

Please see details of House and Additional Learning Leadership in 2025-26.

	Blakeney	Holkham	Kelling	Thornham	Winterton
House Leader	Mr Brown	Mr Akroyd	Mrs Rollison	Mrs Dobson	Mrs Moulton
Deputy House Leader	Mr Harragan	Ms Konstantinidi	Mrs Tooke	Mr O'Brien	Miss Lewis
Pastoral Manager	Mrs Roberts	Mrs Bishop	Mrs Moncur-Pearce	Mr Beales	Miss Staley

Additional Learning Faculty	Mr Watts will be Faculty Leader and SENDco when Miss Wynn begins maternity leave.
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Catering and Free School Meals

In order to still offer a wholesome and nutritious hot and cold meal deal we have had to take the difficult decision to raise the price of the school meal deal to £2.85 due to rising costs from suppliers. Students eligible for Free School Meals will not be affected by this and can still use their Free School Meal allowance to purchase one of the hot or cold meal deals. The prices of other snack items will also rise in line with the cost of living.

It is important that anybody that may be entitled to Free School Meals claims their entitlement to ensure that they receive the support they need to thrive academically. To check your eligibility and register for Free School Meals go to www.norfolk.gov.uk/neo

Parking and cycling

We have seen an escalation in complaints from our neighbours about parental parking and conduct this year. If you are collecting your child by car, please can you respect our neighbour's property and driveways. Where possible avoid Eaton Road and park away from the school to avoid congestion at peak times. If your child is cycling to school, they are expected to wear a helmet and follow road safety rules. A lock is also needed for bike security.

Communication etiquette

All members of the CNS community deserve to be spoken to respectfully in line with CNS values. Parents and staff are expected to communicate politely and calmly with all members of the school community. This relates to written, verbal and in person communication, thank you in advance.

Calendar

By the end of term, you will be able to find the updated calendar on our website at [City of Norwich School \(cns-school.org\)](http://City of Norwich School (cns-school.org)) Please save the date of events in September if they are relevant to your child:

4 th September	Y10 GCSE Evening
9 th September	Y12 Parent Information and Tutor Evening
11 th September	Y7 Parent Information and Tutor Evening
15 th September	Y9 Vaccinations
16 th September	Y12 Teambuilding Day
18 th September	Y11 Step into Y11 & IAG Parent information talk
19 th September	Individual School photo's
20 th September	Heritage Day and CNS Alumni Garden Party
24 th September	September Enrichment Fair - tbc
2 nd October	October Y6 Open Evening

Staff Changes

We will be saying farewell to colleagues and looking forward to welcoming new staff to the CNS community in September. All staff changes are detailed below.

Leaving CNS			Joining CNS	
Teaching staff	Current role	Moving to	Teaching staff	Role
Mrs Bernard	Teacher of English	Retirement	Mr Bindloss	Teacher of English
Ms Hassan	Teacher of Creative Technology	Overseas teaching post	Ms Elhazel	Teacher of Science
			Mr Boggis	Teacher of Maths
			Ms Rutherford	FLCT
			Mr De Castella	Teacher of English
			Mr Mottram	Teacher of English
Support staff	Current role	Moving to	Support staff	Role
Miss Edwards	Pastoral Manger	Miss Staley returning	Miss Rampley	Learning Support Assistant
Ms Matthews	Pastoral Manger	Mrs Bishop returning	Miss Bean	Learning Support Assistant
Ms Hinisli	Learning Support Assistant	Teacher training	Mrs Kaproski	Cover Supervisor
Mr Waters	Learning Support Assistant	Teacher training	Mr Taylor	Lead IT Technician

Welfare concerns in the holiday

If you have a concern about the safety of a child, you can contact the Children's Advice and Duty Service via the Norfolk County Council customer service line on 0344 800 8020; in an emergency, please dial 999.

The attached documents have information on where to go for help this summer and cover lots of different situations and needs for both students and parents.

If you need to let us know about an emergency or serious situation regarding a CNS student, please email Mr Innes at a.innes@cns-school.org. This email will be regularly monitored but routine matters may not receive a response immediately.