

September 2025

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 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 Progress Evenings this year. The school is also open for Heritage Day on September 20<sup>th</sup> 10-2pm and our Open Evening is October 2<sup>nd</sup> 5.30-8pm with the 6<sup>th</sup> form Open Evening on November 6<sup>th</sup>.

We also have 2 additional OAT training days this term, on Friday October 17<sup>th</sup> and Friday December 5<sup>th</sup> when the school will be closed to students.

Yours sincerely



Ms. J Philpott

### Communication

- Our main source of communication is by email: [office@cns-school.org](mailto:office@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

- September 17<sup>th</sup> Y10 Geography Fieldtrip to Cromer
- September 18<sup>th</sup> Step Into Y11 Information Evening
- September 19<sup>th</sup> Individual school photographs
- September 20<sup>th</sup> Heritage Day
- September 25<sup>th</sup> Enrichment Fair
- October 2<sup>nd</sup> Y6 Open Evening
- October 8<sup>th</sup>-10<sup>th</sup> Y10 DofE Silver Practice Expedition
- October 9<sup>th</sup> Y13 Progress Evening
- October 22<sup>nd</sup> A Level Music Taster Day

## Attendance

- Attendance is essential to your child's success at school and in future opportunities.
- Students are expected to have 95%+ attendance. If a student's attendance falls below this, we will intervene to support attendance.
- If your child is ill or absent from school for any other reason, parents should phone the absence line (01603 454015) by 8.15am every morning your child is absent.
- If we do not receive communication about why your child is absent, we will contact home that morning.
- We expect students to make every effort to attend and for parents to support this. Therefore, if students have a cough, cold, sore throat or any other minor illness and they are absent from school, we will contact parents to encourage attendance later that day.
- 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 by 8:30am in readiness for Form Time at 8.35am every day. If they are late, this will be recorded, and they will receive a negative on G4S. The accumulation of any five negatives, including for 'Late to school' and 'Late to lesson' will result in an after-school detention.

## Equipment and books

- Exercise books are the main record of your child's learning and a valuable revision aid.
- Good book habits are essential for learning, and all exercise books or folders are expected to 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.
- 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 so please encourage your child to share their learning and books with you.

## Prepared for learning

- Lessons are prepared by CNS teachers to support student progress.
- Please encourage conversations at home about lessons, asking your child what they learnt and what they can remember, this will promote remembering key learning.
- Students should come to school ready to learn. Along with equipment and uniform this means knowing their timetable and lessons for the day, having homework in their bag and being ready to participate in all their subjects.

## 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 to parents for your support in ensuring that students have arrived in the correct uniform at school and supporting the school when reminders and corrections have been made. We would like to remind parents we are reinforcing the following:

- Socks are to be plain and of dark colour (black or Navy)
- Earrings are to be studs only, no hooped earrings or any that hang off the earlobe, no acrylic / fake nails, or fake eyelashes should be worn.
- **One** nose stud is allowed, not nose rings.
- 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.

It is important that uniform is not only correct but also worn correctly by all students. 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/57/2025/09/CNS-Home-School-Agreement-2025-Final.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](#).

## Road Closure and parking etiquette

- Please note that Eaton Road will be closed at the Newmarket Road end from the 22nd of September to the 3rd of October. This may affect your usual travel routes, so we kindly ask all parents to plan ahead and allow extra time for journeys during this period. Thank you for your understanding and cooperation.
- Please can parents who are collecting their children by car respect our neighbours' driveways and properties.
- If asked to move your vehicle, please do so politely.
- Please avoid parking close to the school to support a safe exit for our students.