

Sixth Form Bulletin

For Parents and Carers



City of Norwich School Sixth Form
An Ormiston Academy – Excellence in all

Friday 12th September 2025

Dear Parents and Carers of Sixth Form,

I would like to formally welcome Year 12 and their families to the CNS Sixth Form community, and welcome back to our Yr13 families.

Year 12 have made a very positive start, and we are excited to see what they will achieve over the next two years with us. Yr13 continue to impress and I am so pleased with their work ethic and role modelling since their return.

We publish a student bulletin every Monday morning at 7am to help students navigate the week. Every Friday of Week 2, we also publish a parent bulletin straight to your emails (via SIMS) so that you can keep track of key dates and news in Sixth Form.

The autumn term is always a busy one and we encourage students to throw themselves into their studies, be aware of assessments coming up through the key dates section of each Monday's bulletin and get involved in the enrichment and co-curricular opportunities that makes Sixth Form fun!

In this bulletin, you will see all key dates listed for the year, so you can print and keep a copy to check on. In future bulletins, we will only share the next few weeks ahead at a time.

I look forward to working with you as families in supporting your children through the next year.

Ms Kate Nichols

Director of Sixth Form
Deputy Head Teacher



The Sixth Form Team

Ms. K. Nichols	Mr. T. Etheridge	Ms. C. King	Form Tutor	Mrs. K. Blake
Director of Sixth Form	Head of Year 12	Year 12 Pastoral manager	See below	Head of Student services
Recruitment Retention Outcomes Curriculum	Progress Academic support Pathways Long-term attendance concerns	Attendance Welfare Wellbeing Safeguarding RSE	Pastoral or attendance References Personal statements PSHE and RSE delivery	Timetable and curriculum support. Student bursary. General enquiries. Car parking
k.nichols@cns-school.org	t.etheridge@cns-school.org	c.king@cns-school.org		k.blake@cns-school.org

Tutors

Form	Tutor	Subject Specialism(s)	Email (@cns-school.org)
EAT	Mr E. Atkins	Languages, Oxbridge	e.atkins
HMH	Ms H. Howarth	Art	h.howarth
HVB	Mrs H. Birleson	Maths and FM	h.birleson
LMW	Mrs L. Whitehead & Mr P. Barry	Psychology, Law and Politics	l.whitehead, p.barry
NK	Ms N. Kaptein	Physics and EnvSci	n.kaptein
SPF	Dr S. Farley	English, Film and Classics	s.farley
TJW	Mr T. Westwood	EPQ, Oxbridge, Film	t.westwood
TOP	Mr T. Pratt	PE	t.pratt

The School Day

Reg	P1	P2	Break	P3	P4	Lunch	P5	P6
8:35am	9:00am	10:00am	11:00am	11:20am	12:20pm	1:20pm	2:05pm	3:05-4:05pm

Key Dates for the Year

Date	Event		
Sep	15 th	M-F	Yr13 End of Semester Exams – READING WEEK
Sep	16 th	Tu	Yr 12 off timetable Periods 1-4 for team building day!
Sep	17 th	W	Yr12 Student Contract Deadline
Sep	18 th	Th	Yr12 Subject Change Deadline – no more course changes after this date

Sep	20 th	Sa	ALL - Heritage Day
Sep	22 nd	M	Yr13 Progress Evening booking pages open to families
Sep	29 th	M	Yr12 Baseline Assessment Week (in class - internal use ONLY)
Oct	2 nd	Th	Year 6 into 7 Open Evening – prefects needed please
Oct	9 th	Th	Yr13 End of Semester Grade Reports emailed home
Oct	9 th	Th	Yr13 Progress Evening 5-7pm, Sports hall
Oct	15 th	Th	University College London Road Show - Yr12 and 13 - AUDITORIUM
Oct	17 th	F	Staff Development Day – students not in school
Oct	24 th	F	Break up for Half Term
Nov	6 th	Th	Year 12 Open Eve 5:30-8pm – prefects and volunteers needed please
Dec	1 st	M	Year 12 Mid-Semester Exams - NO READING WEEK Sixth form Organisation Week
Dec	2 nd	Tu	Yr13 Revision and Pathways Evening
Dec	4 th	Th	Yr13 Pantomime
Dec	5 th	F	Staff Development Day – students not in school
Dec	19 th	F	Break up for Christmas, no P5 or 6 lessons for Sixth Form
Jan	12 th	M-Tu	Yr13 Art Mock Exams
Jan	14 th	W-Th	Yr13 Photography Mock Exams
Jan	16 th	F	Year 12 Mid-Semester Grades published on Go4Schools
Jan	19 th	M-F	Yr13 Mock Exams
Jan	26 th	M-Tu	Yr13 Mock Exams cont.
Feb	12 th	Th	Yr13 Mock Exam Reports emailed home
Feb	13 th	F	Break up for Half Term
Feb	23 rd	M	Staff Development Day – students not in school
Mar	2 nd	M	Year 12 End of Semester Exams - READING WEEK
Mar	9 th	M	Sixth Form Organisation Week
Mar	9 th	M	Yr12 Progress Evening booking pages open to families
Mar	18 th	W-F	We Will Rock You – school production
Mar	19 th	Th	Yr13 Targeted Progress Evening
Mar	25 th	W	Year 12 End of Semester 1 & Forecast Grades Reports on Go4Schools
Mar	26 th	Th	Year 12 Progress Evening, 5-7pm, Sports Hall
Mar	27 th	F	Break Up for Easter
May	4 th	M	Bank Holiday
May	8 th	F	Year 13 go on study leave
May	22 nd	F	Break up for Half Term
Jun	1 st	M	Year 12 Mid-Semester 2 Exams - NO READING WEEK Sixth Form Organisation Week
Jun	2 nd	T	Year 12 UCAS Parent Information Evening, Auditorium – 18.00-19.00
Jun	23 rd	T	Year 12 Mid-Semester report home
Jul	2 nd	Th	Year 12 Targeted Progress Evening - FLs and DFLs, ONLINE
Jul	17 th	F	End of Term, no P5 or 6 lessons for Sixth form

Wednesday 10th September – Extended Form Time

Year 12 only for Period 1 (9-10am) – this session will introduce UniFrog, a platform we use for our Pathways progress.

Year 12 Subject Changes

Students may have started on 4 A-levels in order to help them make the right choices but should narrow down to 3 A-levels by the end of Thursday 18th September. This is also the last day for subject changes. Subject changes are made by speaking to Mr Etheridge.

September Expectations

Following our assemblies and messages on behaviour and culture, note the following as a summary:

There is a wealth of guidance about our expectations of students in their handbook. Please ensure you are familiar with its content, but a key summary is below:

- Sixth Formers are role models to younger years, and should act as such at all times. This includes:
 - Following one-way systems and modelling corridor behaviours
 - Phones and headphones – not to be seen at all unless in Sixth Form social areas (Elkins, Study Hall), students should not have them out in class unless asked to do so by a teacher
 - Being punctual – any more than 10 minutes late means that students will not be allowed into class
- Smoking and Vaping – Any student caught doing so IN or OUTSIDE of the school premises risk their parents being informed and prohibited items confiscated.
- Uniform – (use it well or lose it) – students must not show any abdomen or underwear, any shorts or skirts to be within one hand above the knee (in line with our lower school expectations, and tops must have straps and a back.
- There is specific guidance about attendance support and challenge in the handbook.

Student Agreements need to be returned by 17/9 – or students will lose their place with us.

Go4Schools – Attendance, Homework, timetables

All students should download the Go4Schools app onto their phones. All homework, timetables and attendance information can be found on here.



Sixth form Café

- Opening times are 10:00 - 14:00 each day
- There are also lots of gluten free, halal etc options, ask staff for special dietary catering needs.
- Contactless is available, minimum charge is £1.00.
- Student accounts can be topped up and used (like the lower school), use ParentPay
- Students can pay for a main meal over in the café, you will be given a receipt. You can then take the receipt to the main canteen and common room areas to collect your main meal from 13:10. Go early to avoid queues if you can.

School Photos

School photos take place on Friday 19th Sept.

Yr12 will be given their time slots during form time, and the photos are compulsory for ID badges.

Absence

We need parent confirmation if a student is absent through illness. This is done by calling the Sixth Form Absence Line on 01603 274072 before 9am or by emailing c.king@cns-school.org

It is the student's responsibility to email teachers to ask for work.

If your child knows of an absence beforehand (uni visit, Drs etc), they must notify their teachers in advance and ideally collect the work before, and Ms. King to inform her of their absence. This will not be backdated and would therefore result in an unauthorised absence.

Morning Programme 2025-26

Students are expected in school at 8:35am each day for the morning programme as shown below. For all other days, students are only expected in when their own lessons begin.

	Mon	Tue	Wed	Thu	Fri
Yr12 Week 1	Tutor briefing	Form time			Tutor briefing Form time
Yr12 Week 2	Tutorials (invite)	Form time Routines			Assembly
Yr13 Week 1	Tutor briefing		Form time - Routines	Form time - Pathways	Tutor briefing
Yr13 Week 2	Tutorials (invite)		Form time	Assembly	

Tutors will invite students to Monday morning tutorials via email. This is a chance to meet their tutor in smaller groups.

Lanyards

STUDENTS MUST WEAR LANYARDS AT ALL TIMES IN SCHOOL (EXCEPTIONS ARE IN PE, DT AND SCIENCE PRACTICALS)

If students have lost their lanyards, they should go to Mrs Blake in the Elkins Study Centre to get a replacement. Dark blue temporary lanyards can be borrowed for the day. Students will be charged £5 to replace them. If students forget lanyards, they should go to their year office for a temporary replacement.

Bursary Forms

Anyone who may struggle financially to equip themselves for A-Levels should consider applying for a 6th form bursary. This is means tested.

Forms to apply can be found in students' welcome packs.

Forms and supporting evidence is due to Mrs Blake by Friday 19th Sept.

Folders and Books

Students are expected to buy their own books and folders (this can come from their bursary)

It is also recommended that students get their own textbooks, although we have copies of all core texts in the Study Hall and Study Centre.

In the five Sixth Form organisation weeks this year, books and folders will be checked to make sure students are keeping these organised.

Macmillan Coffee Morning Friday 26th September

We will be hosting a Macmillan Coffee Morning on Friday 26th September in the Elkins Centre and we need volunteers! If you would like to volunteer, we need students to run the cake stall and take donations and we need students to bring in their bakes for us to sell. Coffee and cakes will be sold Friday breaktime and lunchtime so bring your money and your appetites to help raise money for Macmillan cancer support.



Please see Miss King if you would like to participate.

Donate Now: [Will you donate to Macmillan Coffee Morning 2025 ?](#)

Year 12 Gap Task Deadline

As a reminder, the majority of gap tasks were due on first lessons back.

For those students who have changed subjects this week, the expectation is to complete the gap task in your new subject with an extended deadline of Friday 12th September.

Student Voice

Suggestion Box

There is a suggestion / feedback box in the study centre and on the Sixth Form Teams page – we always welcome ideas to make Sixth Form better for our students.



Sixth Form Council: Chair: Charlie Sheppard

Meeting weekly – We meet every Wednesday breaktime in room 97. Form tutors will help elect 2 representatives, who will share their opinions and feedback to their forms.

Sixth Form Students' Union and Leadership 2025-26

Leadership Position	Student Leaders
Head Students	Natasha Simpkin, Alice Galley, Rebecca Burrows, Will Ottaway
Editor of EXiA Magazine	Polly Jordison-Millar
Creative Director EXiA Magazine	Aditi Mahawar
Sixth Form Photographer	Lily Major
Chair of Sixth form council	Charlie Sheppard
Vice-chair of Sixth form council	Aaliyah Tembo, Mary Tshibwabwa
Drama Council	Chair: Nina Murdoch
Mentoring Lead	Alice Galley, Elspeth Murray
LGBTQIA+ leads	Antonia Hajto-Kuntner, Chloe Kaye
Social Media leads (running the Sixth form Instagram account)	Shifa Uddin, Ruby Boulter-Dolder, Aditi Mahawar, Imogen Jordison, Ellie Norman, Sarah Butler, Ellie Howlett, Millie Austin, Sushma Karan, Bryony Gaffney, Phoebe Christopher
Music Leads	Amelie Robinson, Monty Parker, Emily Mason
Cultural Celebration Lead	Still required
Sports Leaders	Ben Cooper, Mae Dunn, Charlie Hawkins
Transition Leads	Max Stam, Charlie Sheppard

Head Student: Natasha Simpkin



As head student, my legacy project is to reduce discrimination in the school by connecting with students on an emotional level on why what they say has an impact on other students. I also want to talk about why things can be a big deal to one person but not to another, and how

to spot when and why this happens so we can all understand each other better.

My A-Level Subjects are:

Maths
Further Maths
Computer Science

Head Student: Alice Galley



As head student I want to promote inclusivity in the school and be someone others feel they can share their concerns with. My legacy project is to increase neurodiversity awareness and inclusion in the school, making neurodiverse students feel

more accepted and neurotypical students better allies.

My A-Level Subjects are:

English Literature
History
Film Studies

Head Student: Rebecca Burrows



As head student I would like to have a lasting impact on CNS and work with the wider school to create positive change.

My legacy project is to develop the year 7 tutoring programme. Through this scheme, I would like to show

these students the enjoyment that can be created through reading.

My A-Level Subjects are:

Sociology
Biology
Geography
EPQ

Head Student: Will Ottaway



As head student, I would like to see an improvement in environmental sustainability at CNS. I believe that the school should be an attractive environment for students to grow and thrive individually and as a community.

My A-Level Subjects are:

Computer Science
Geography
Theatre Studies
EPQ

Lost Property:

Lost Property should be taken to Mrs Blake or your year office. The lost item will be placed on the lost property shelf on the large bookshelves outside Mrs Blake's office in the study centre (valuable items will be kept in offices.)

Each week, we will publish the items and post pictures. Please go to the grey shelf to claim any lost items. Items lost elsewhere around school should make their way to Student Services.

VESPA Lessons

VESPA lessons is timetabled once a fortnight for all Year 12 students. This helps students focus on Vision, Effort, Systems, Progress and Attitude to help them better cope with the step-up to A-levels.

VESPA lessons begin on Friday 12th September.

Free Sanitary Products

Please help yourselves to sanitary products in the Elkins.
Boxes in the Year offices and left by the toilets.



Year 13 End of Semester Exams – SEPT 2025

Location: Gym

Reading week: Students are NOT expected in school / lessons when they are not in an exam. Any students wanting to study in school can of course use the study centre, study hall and library if they need to.

Date/Timeframe	Reading Week?	Format	Content	Guidance	Grading
w/c 15 th Sept. EMBARGO until 9th Oct	Yes	Exam papers x 1 per subject Max Full Paper	All content covered so far.	To use past papers. No Narrowing of content for revision. Students must revise full content. This is preparation for the real exam.	A-Level Grade shared on Go4Schs on 9 th Oct.

Year 13 EXAM timetable:

	08:45 (arrive) Exam starts: 09:00		13:15 (arrive) Exam starts: 13:30
MON 15 th SEPT	Psychology Politics + Government German (82 Students)		Business Physics Philosophy + Ethics (77 students)
TUES 16 th SEPT	Mathematics Sociology Spanish (85 students) 1 clash		Economics19 Film Studies21 Product Design (50 students)
WED 17 th SEPT	Geography Further Maths Food and Nutrition French (63 students) 1 clash		Biology38 Law28 Theatre Studies Music (79 students)
THURS 18 th SEPT	English Literature PE + Sports Science English Combined (58 students) 1 clash		History Chemistry Env Science Computer Sci (66 students) 1 clash
FRI 19 th SEPT	Wider Reading, Personal Statements		Wider Reading, Personal Statements

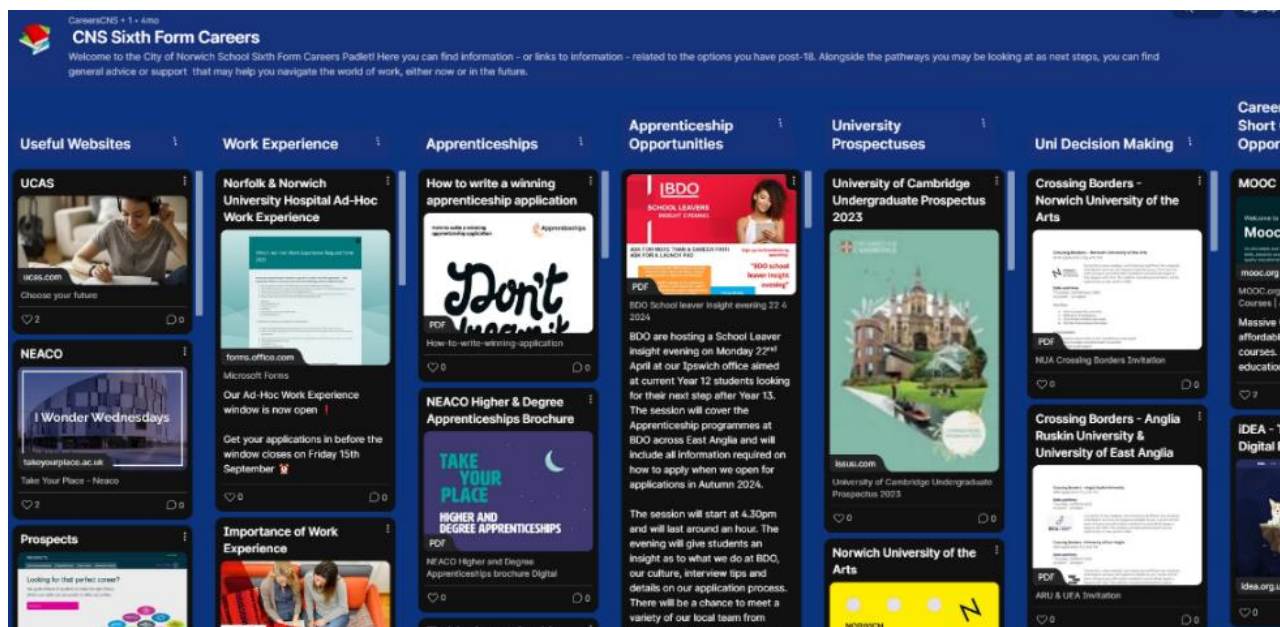
Any student absent from an exam will result in a U grade. Any illness must be communicated from parents.

Student Opportunities

Careers Appointments

If students would like to meet with our Careers Advisor, please email Mrs Pentney using: n.pentney@cns-school.org or speak to Mr Etheridge.

The CNS Sixth Form Careers Padlet



[CNS Sixth Form Careers](#)

The Higher Aspirations Scheme

HAS is a one-stop shop for all super- curricular engagement activities to support applications to universities and higher education:

- Subject masterclasses
- Lectures from academics
- Workshops and Summer School opportunities
- Bespoke subject sessions to boost application successes
- Support with Admissions Tests
- Mentoring – mid and long term
- Competitions

An introductory video to the scheme can be found here: <https://youtu.be/8sfszgU4xo>



Year 12: Lucy Cavendish College Cambridge's Academic Attainment Programme

As the most diverse College in Cambridge, admitting over 90% of our UK students from state schools, we are dedicated to supporting high-achieving students to reach their full potential.



Lucy Cavendish College
Founded 1965

Applications for the programme are now **open** and the deadline to apply is **12pm on Tuesday 7th October**.

The Academic Attainment Programme is a programme for around 1000 high-achieving UK state-school students in Year 12 (S5 – Scotland/Year 13 – N.I) who meet certain Widening Participation criteria. You can find the full list of criteria [here](#). The focus of this programme is on raising attainment, by supporting students in their A-Level studies, so that they can reach their potential and achieve the highest possible grades, and in making applications to competitive universities. Some of your students may have participated in the programme in previous years, but what we're particularly excited about is that for the second year in a row we have expanded the programme to allow even more participants and so it will not only cover Year 12 (S5 – Scotland/Year 13 – N.I) but also Year 13 (S6 – Scotland/Year 14 – N.I), meaning students can continue to be supported as they complete university applications and summer examinations.

As part of the programme, students will get access to subject-specific enrichment classes led by experts, to allow them to develop and expand on their knowledge of the content of their A-Levels (Scottish Highers/IB), and to help them to achieve the very best grades in their examinations. They will also attend Peer Discussion Groups, to prepare them for the university environment by improving their oracy and their problem-solving skills. Students will also receive advice from the Lucy Cavendish College Admissions Team on every stage of the university application process across the two years, and they will complete a Supracurricular Exploration Project to encourage them to think more seriously about their degree choices. Finally, students will also receive subject-specific revision guidance in the lead up to their exams, to ensure they are well-placed to receive the best possible grades.

We have had some fantastic results from previous participants, with 9 in 10 receiving offers to study at Russell Group universities, and participants almost doubling their chances of being offered a place at either Oxford or Cambridge. Following the 2022-23 programme, 95% of students felt more confident in their A-Level (Scottish Highers/IB) studies, and 95% of respondents felt they knew how to make a competitive application to Cambridge and other top universities. Our [website](#) has even more information about this exciting programme, and it also contains the link to apply.

Please do not hesitate to contact us at outreach@lucy.cam.ac.uk if you have any further questions about it. In the meantime, we wish you all the best for the new academic year.

Best wishes,

Anna Foscett (she/her) | Outreach Assistant

Lucy Cavendish College, University of Cambridge

E. outreach@lucy.cam.ac.uk **W.** www.lucy.cam.ac.uk

Sixth Form Semester Model - Year 12 2025-27



City of Norwich School Sixth Form
An Ormiston Academy – Excellence in all

Assessment	Date/ Timeframe	Location	Reading week?	Format	Content	Guidance	Grading
Year 12 Gap Tasks	Set on induction day and on the website. Due in from students by Fri 12 th Sep.	Home	No	Open	Pre-work to bridge between GCSE and A-Levels.	Students given tasks at induction and website videos: City of Norwich School - Induction Gap Tasks (cns-school.org)	None / formative /feedback only.
Year 12 Baseline	Assessment is in w/b 29 th Sep (week 5). Data due on Go4Schools: Friday 17 th Oct. Shared in class.	In class	No	Open format – assesses 25 marks worth of AO1 and AO2 content.	Based on the first 4-5 weeks of A-level teaching only. Music, Art and Tech will be practical based.	Students are told to revise everything covered so far. Sixth Form organisation week	Raw score out of 25 marks (no grading)
Year 12 Mid-Semesters 1	w/b 1st December. Reports published Fri 16 th Jan	Gym	No	Part exam papers – max of 90 minutes.	Assesses work from any aspect of the course but may focus on a particular topic or paper.	Students can be guided in terms of topics or papers but should still be encouraged to revise a wide range. Sixth Form organisation week	A-Level Grade (be aware narrow content)
Year 12 End of Semester 1 Exams	w/b 2 nd Mar. Reports published 26 th Mar Progress Evening Thu 27 th Mar	Gym	Yes	Full Exam papers x 1 per subject	All content covered so far.	To use past papers. Students must revise full content. This is preparation for a real exam. Sixth Form organisation week: 9 th March	A-Level Grade
Year 12 Mid-Semesters 2	w/b 1 st June. Reports published Tue 23 rd June Targeted Prog. eve: 2 nd July	Class	No	Part exam papers – short 45min papers.	Assesses work from any aspect of the course but may focus on recent topics.	Students should be guided in terms of topics or papers but should still be encouraged to revise a range. Sixth Form organisation week	A-Level Grade (be aware narrow content)
Year 13 End of Semester 2 Exams	w/b 14 th September 2026	Gym	Yes	Full Exam papers x 1 per subject	All content covered so far.	To use past papers. No narrowing of content for revision. Students must revise full content. This is preparation for a real exam.	A-Level Grade
Year 13 Mock Exams	w/b 18th January 2027.	Gym	Yes	Full Exam papers up to 2 per subject.	All content covered so far.	To use past papers. Students must revise full content. This is preparation for the real exams.	A-Level Grade