

Sixth Form Planner and Handbook

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

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Welcome from Ms Nichols

Dear Sixth Former,

Welcome to CNS Sixth Form. The next two years promise to be two of the most exciting and challenging of your lives, an opportunity to break from the constraints of a fixed curriculum at Key Stage 4 and develop the independent learning skills that will prepare you for university or the world of employment. At the same time, you will develop your social skills, build new friendships and rapidly grow into young adults.

The Sixth Form Handbook is designed to assist you in your preparation for the next two years and to help make clear the expectations of all Sixth Formers as well as outline the support available. While the Handbook does not provide the answer to every situation you will encounter, it does offer a broad guide to help you gain the most from the next two years. Therefore, I would urge you to spend some time reading the Sixth Form Handbook at the start of the year.

I would like to take this opportunity to wish you every success over the next two years and hope that you will gain the results and skills that enable you to open the doors to your future lives.

Yours,



Ms Nichols

Deputy Head Teacher -Director of Sixth Form

Expectations

What are the work expectations in the Sixth Form?

Life at CNS Sixth Form will begin with an introduction to expectations and challenges when studying A-Levels through a series of orientation activities. Making the transition to more independent and specialist study can be difficult and there are a number of ways in which we will support this transition. For example:

- A compulsory **Morning Programme** with your tutor and subject specialists to help with all aspects of your studies. This includes organisation skills, independent learning and using resources effectively.
- You have 11 hours per fortnight per **subject**. You will be set extended learning tasks and homework, but to ensure that you are successful as an A-Level student you need to use your independent study time appropriately.
- **Study Periods** are for independent study. This means consolidating your learning from previous and pre-reading for upcoming lessons. This should also include wider reading. You will have roughly 20 hours of study periods per fortnight, and you are expected to work 20-30 extra hours outside of your lessons. Work is NEVER done.
- A compulsory **VESPA Programme** with the Sixth Form team will be timetabled for 1 hour per fortnight during Year 12. This is to support your study skills and pathway planning.
- **Homework** will be set on Arbor regularly from each teacher. You are expected to complete this as part of your independent study and /or at home.
- **Directed lessons** may take place where staff are not available to deliver the lesson in person.

It is crucial that you meet deadlines and that you complete work to the best of your ability following the advice the teacher has given you. For the majority of you, this will mean work concerns will never get to the **Sixth Form Leadership Team (SFLT),** but should you find yourself struggling it is important that you initially discuss the pressures with your **form tutor**, who if necessary will refer you to your **Head of Year.** All students will find times where deadlines are piling up and the pressure is on and the crucial thing is how you handle the pressure: Remember we are here to help.

Organising your learning

Students should organise themselves to be prepared for learning. For each lesson, you will need a pen, pencil, ruler and paper. For STEM subjects you will need a calculator; in further maths a graphic calculator.

Many students now bring in their own laptops or tablets.

There is free WiFi (BYOD) across the school for Sixth Form students to use.

You will be expected to buy and organise your own folders. Each faculty will lay out their expectations for books and folders in the first week. In Sixth Form we have 4 calendared weeks across the year that we will quality assure your books and folders in order to support your organisation.

Sixth Form organisation weeks will take place on W/C 28th September, 30th November, 8th March, 7st June.

Front of school

Large groups of students congregating directly outside the school gates can prove intimidating to some local residents. We therefore ask students to make use of the school grounds when congregating in big groups.

Smoking and vaping is forbidden on site and is illegal until the age of 18. Any student caught smoking/vaping in close proximity to the school will be asked to stop and families will be contacted.

Students are expected to be responsible for their own litter.

Dress Code

Having high academic standards and setting a good example as role models to the lower school is important to us as a Sixth Form. This applies to our work ethic and effort, our communication with others around the school and also our presentation and appearance.

Students need to be suitably dressed for study, and we ask students for a common-sense approach to being part of a school community that has a uniform/set requirement for all other students and staff.

Dress code is based on safeguarding and the health and safety requirements of the school. In line with safeguarding, students must always have their lanyard on (other than in PE, practical science and creative tech subjects).

Most jewellery is acceptable; however, students may be required to remove items if it conflicts with health and safety.

Whilst we do not have a dress code that is overly formal, we do ask that students wear clothes that align with the desired level of formality in a learning environment. School is a professional setting, much like a workplace, and dressing in a more modest and respectful way helps maintain a sense of seriousness and equality. Additionally, having clear expectations for dress helps avoid misunderstandings and ensures that everyone is treated fairly. By choosing clothing that is suitable for school, students show respect for themselves, their peers, and the learning environment.

It is the right of staff to determine whether a particular item of dress is appropriate for the sixth form or not. Students who are not considered by staff to be dressed accordingly may be given an orange t-shirt to wear, or asked to go home and change, particularly if a verbal warning has previously been given. If you are uncertain, please see the Sixth Form Team.

We do enforce that no abdomen or underwear are showing and that shorts and skirts are in line with the lower school and no higher than a hand above the knee. All tops must also have straps and contain a back.

Staff will refer to the Sixth Form Leadership Team and/or SLT if dress is a concern.

Mobiles and headphones:

Student's mobile phones/headphones must not be seen or heard at any time anywhere on the school site except for the Elkins Centre, and **only** in class if permitted/instructed to by your teacher.

If you are seen to be using your phone whilst walking around school, you will be expected to put it away immediately. Repeated warnings may lead to confiscation whilst on site.

Communication

You need to check your school **e-mail daily** as the SFLT and your subject teachers will communicate with you this way. **We highly recommend linking your school email to you phone for easy access.**

You should download the Arbor app to keep on top of your timetable and homework.

In addition, we have a **@CNS6F Instagram** account which we recommend you follow as events and achievements will be posted here.

Email Etiquette

The way you write emails can reveal a lot about your character, behaviour, and attention to detail. Your email etiquette reflects the aspects of your personality.

- **Professionalism**. Being a student means that you are a professional-to-be. An email is an easy way to convince the reader that you are responsible, capable and conscientious. Show your maturity by following accepted standards of communication.
- **Efficiency**. Emails differ from handwritten letters in many ways. Generally speaking, a good email is a short one. You demonstrate efficiency when your messages are to the point. You should include an appropriate subject line in all emails.
- **Respect**. Address the recipient in an appropriate manner. Avoid unnecessary embellishments, slang and small talk. This will show the reader that you respect their time and value your own. **Be polite at all times.**
- Emails should be sent between 7 am and 7 pm only, on weekdays only. You can make use of the 'schedule send' function outside of these times.



The Tone and Ethos of the Sixth Form

Everybody in the Sixth Form wants to be treated like a young adult, and rightly so. However, it is important to remember that you have to earn that respect and it is not an absolute right. The following information is designed to help you have clarity on your position as a Sixth Former, including the rules, responsibilities and privileges you now operate by.

Role Models

As a member of CNS Sixth Form, you are, and we expect you to be, a role model to other members of the CNS community. This is a responsibility and a privilege, and you should remember this in how you act around and interact with the rest of the school. In this capacity, you:

- Inspire younger students.
    - *You are uniquely placed in the school community to exemplify behaviours and habits that the younger students might aspire to emulate.*
- Inspire staff.
    - *Good Sixth Form groups make teachers better. Your engagement and commitment in class can elevate the teaching experience, fostering an environment of mutual respect and continuous improvement.*
- Become an adult during your time with us.
    - *Your Sixth Form years are a transformative period where you transition into adulthood. This journey involves not just academic growth but also personal development, where you build character, resilience, and independence.*
- Make choices that will affect your future.
    - *The decisions you make now have long-term implications. Whether it's your approach to studies, your involvement in extracurricular activities, or your interactions with peers and teachers, these choices will shape your future opportunities and successes.*
- Are passionate in your beliefs.
    - *Your passion and commitment to your beliefs are powerful. They not only drive you to achieve your goals but also inspire those around you. Stand firm in your convictions, advocate for what you believe in, and use your voice to effect positive change in the school community.*

Embrace these roles with pride and dedication, knowing that your actions today pave the way forward for you and those who look up to you.

Contributions to CNS community

Whilst CNS Sixth Form runs quite independently of the lower school, as role models, students will be encouraged to support the CNS community as a whole. This could include :

- Running a club or activity
- Helping at Open Evenings
- EXiA Magazine
- Subject ambassadors
- Expect Respect group
- Cultural Celebration group
- Progress Evening ambassadors
- Charity events and fundraising
- Mentoring lower school students
- Presenting at lower school assemblies
- Acting as tour guides for visitors

Co-curricular / Super-curricular / Enrichment

You are expected to participate in at least 1 co-curricular activity

More than ever at Sixth Form, it will be of crucial importance to you to enrich you experience here and use your skills, as well as demonstrate that you use them to assist others. This also has the added benefit that it shows that you can take responsibility, and make a commitment to achieve a positive outcome. There are a growing number of opportunities to do this:

. Examples of past opportunities are below.

- Student Leadership
- Sixth Form Council
- Duke of Edinburgh
- Year 7 literacy tutoring
- Gold Youth STEMM Award
- Sixth Form Prefects
- Subject Ambassadors
- Coffee and Current Affairs
- Eco Club
- Music Ensembles
- Theatre: Stage & Lighting
- Theatre: Productions
- LGBTQ+
- EXiA Magazine
- Charity Events Organisers
- Project Pi
- Oxbridge, Vets and Medics
- EPQ
- Expect Respect
- Lab Rats
- Football
- Basketball
- Debating Society
- Badminton
- Cultural Celebration
- Dungeons and Dragons
- German Speaking Group
- Yoga
- Philosophy and Life
- Core Maths
- National Maths Competition

Are my views represented in the school?

We are dedicated to ensuring that the **student voice** is heard, and your views are represented. Our **Sixth Form Council and Students' Union** is your opportunity to get involved with the many issues relating to student learning and the learning environment as well as organising social events for the Sixth Form. We also have a suggestion box and a forms link for you to contribute ideas.



Here to Help: the Sixth Form Team

Who's Who…

During your time in this Sixth Form you will need to work with several key people. First and foremost is your **tutor** with whom you will meet at least twice a week and possibly more. It is vital that you share your successes and concerns with them, and that you build a good relationship with them. That person will probably be your tutor for both Year 12 and 13 and will write your references when you leave us.

Ms Nichols is the **Director of Sixth Form** who has overall strategic responsibility for the Sixth Form.

Miss Collison (Year 12) and **Mr Etheridge (Year 13)** are our **Heads of Year**. Their responsibility is to ensure that you are making at least expected progress in your subjects, communicating with your teachers, tracking data and arranging intervention as necessary.

Mrs Tejada Jimenez (Year 12) and **Miss King (Year 13)** are our **Pastoral Managers.** They are responsible for the welfare needs of our students, safeguarding issues, as well as attendance and punctuality.

Mrs Blake is the **Sixth Form Student Support Manager**. Mrs Blake has responsibility for student support, bursaries and oversees administration of the Sixth Form.

Everything relating to **exam entries** and results is dealt with by **Mrs Britton,** our **exams manager** whose office is located at the end of the school Gym building.

Study Spaces:

The following spaces are available for our students to work:



The Study Hall – This is the main Sixth Form study space and the atmosphere should be entirely work-centred. There are silent worktables, computers and pods for small groups of Sixth Form students to book to work on group projects and presentations. There is also a stock of university prospectuses, recommended textbooks, journals and fiction books for you to use for reference to support your studies.

The study hall is not a social space, and inappropriate use of the facilities may result in you being asked to vacate the area and banned for a limited period. The Study Hall Protocol is displayed in the Study Hall.

Sixth Form Study Centre – This study facility is situated next to the Sixth Form Café. This area is a more flexible space where quiet conversation and snacks are permitted. Whilst this is not solely a social space we encourage students to manage the facility themselves and take ownership of its appropriate use.



During lessons, you are expected to be doing some level of studying in the study centre.

The Sixth Form Café – The Sixth form Café is open for food and drink from 9:30am -2:00pm. This is predominantly a social space, but many of our students also use this space to work in. Please be aware that during break and lunch times if you are not eating and the area is busy you will be asked to leave to allow students to sit and eat. Outside the Elkins Centre are picnic tables which you can use, being considerate of lessons taking place nearby.

The Learning Resource Centre (LRC) – This is a shared resource with the whole school where Sixth Form students are expected to work in silence. The availability of computers and books will vary dependent upon Main School booking. If the space is being used by the main school, please politely ask the class teacher if you are able to use the library.

As Sixth Formers, you can also use the Common Room off the canteen at any time.

Attendance Rules and Routines

What should I do if I am ill and absent from Sixth Form?

Your parent or carer should:

- Parent or carer should use the Arbor app to notify the school of their child's illness or reason for absence. (This should be done on a daily basis and **prior to 9am**)
- If parents/carers cannot use the app, they should ring the Sixth Form absence line **01603 274072**

- Absences that are known in advance e.g. hospital appointments university interviews, driving tests, **must** be notified **in advance to Pastoral Managers with documentation**.
- Medical appointments – sign out with **Pastoral Managers** with supporting evidence if necessary. You should always endeavour to book doctors or dentist appointments out of school time.
- **It is your responsibility to e-mail the teachers whose lessons you are missing to request and catch up on the work you have missed.**
- University Open Day visits can be authorised at the year office. You are allowed 5 authorised days for Open Days.
- You **must not** miss school for driving lessons, employment, job interviews, concerts, festivals, holidays or other activities that will impinge on your progress in your studies.
- **You must not call the absence line or send a report via the app yourself. This has to be done by a parent or guardian, and your absence will not be authorised otherwise.**

What if I feel ill during the day?

If you feel unwell during the school day, you need to report to your Year Office to sign out. You should not leave the site unwell without letting a member of the Sixth Form Leadership Team know.

What should I do if I arrive in school late?

You should let your teacher know that you are running late. If you are more than 10 minutes late to a lesson without a valid reason you may not be allowed in to the lesson, as this is disruptive to your peers. We monitor punctuality, and a pattern of lateness could lead to an attendance and punctuality report by your Year Team.

Sixth Form "Directed" Lessons or Staff Absence

As with any institution, sometimes colleagues are unwell or absent from school. We do not routinely cover Sixth Form lessons when colleagues are absent as we believe that Sixth Form lessons need to be taught by subject specialists. On the occasions when lessons cannot take place face to face, **DIRECTED LEARNING** will take place and the following applies:

- Check your emails for notifications. **The Lesson Changes List will be e-mailed out by 8:15am every morning, so please check your e-mails at this time.**
- Directed work (usually consolidation or pre-reading) will be shared by your teacher via Arbor and/or your e-mail so make sure you collect this as well.
- If staff absence continues, then Faculty Leaders will attempt to find subject specialists to cover the syllabus.
- CNS teaches 11 hours per subject per fortnight. The national average is 10 hours per subject per fortnight. This means that lessons do not need to be covered for occasional absences as content can still be covered through the time allocated. Students at CNS have roughly 90 more teaching hours per year than most other schools.

NOTE: do not assume because a member of staff is absent in the morning they will be absent for your lesson. They may be covered by another colleague in their department. Always check with the Sixth Form Team or a member of the subject area.

Why Attendance Matters:

In 2025, attendance impacted on grades as follows:

Attendance	Final average grade
Under 80%	D-
Under 90%	D+
Under 95%	C
Over 95%	B+

At CNS, we deem good attendance to be anything over 95%. Unacceptable attendance is anything under 90% (in government terms this is considered persistent absenteeism, PA).

At Sixth Form, students have a greater responsibility in their own attendance and are responsible for any catch-up work communications.

When students leave, we often get reference requests and these always ask about attendance. To prepare for the world of work, students should have excellent attendance.

What your attendance codes mean:

Code	Meaning	Code	Meaning
/	Present	**X**	Not expected in school – used when students have no lessons that session (AM/PM) (non-compulsory school age absence)
N	Absent without follow up	**C**	Authorised attendance
O	Absent without authorised reason	**S**	Study leave (used from May of Year 13)
I	Ill – message from parent/carer	**J1**	Interview
M	Medical appointment	**W**	Work Experience
V	Trip/Visit/Pathway absence	**R**	Religious observance
G	Unauthorised Holiday	**W**	Work Experience

Supporting Attendance

The staffing structures in sixth form support good attendance:

Form Tutor	Twice a week, students go to form time. One session a fortnight is spent looking at routines, checking calendars and giving tutors time to follow up on absences and punctuality with students.
Pastoral manager	Daily phone messages, sends out cover lists, makes calls to missing students/ parents, chases missing registers, ensures all registers are complete by the end of a week, analyses absence patterns and challenge, holds parent meetings
Student Services Manager	Admissions and off-rolling, mentoring of struggling students.
Head of Year	Joins together progress, teaching and learning and attendance, holds student and parent meetings, will escalate to support plan or contract if needed.
Subject Teachers	Daily registers and follow up emails, will send work to those students who are absent and request the work.
Director of Sixth Form	Supports and challenges students whose attendance has dropped below 80%.

Challenging Attendance

The following will take place when attendance issues arise:

Incident	Action
1 day of absence with no communication	Pastoral Manager to speak to/ phone home/ email to seek reasons for attendance
Attendance drops below 90%	Pastoral Manager calls home to arrange an in-school meeting Letter at the end of each term to advise family of exam implications
Attendance drops below 85%	Contract with your Head of Year
Attendance drops below 80%	Contract with Director of Sixth Form

20 consecutive school days missed with no communication from home	If there have been efforts to contact home and neither the students nor parents are able to sufficiently explain sustained absence, the student is **off rolled.** If there are welfare concerns, a home visit must be completed before off-rolling. Police are to be notified if the student is not seen.
Attendance is less than 90% between Sept of Year 12 and exam entries deadline 1st Feb of Year 13	Families/ Home will be expected to **pay the exam fees.** (between £100 and £300 per exam) CNS may decide the attendance is insufficient to be able to enter the student for full exams. Warning letters will be sent home at the end of Year 12 and in November of Year 13.
Missing of exam without medical / bereavement/ emergency reasons	Full costs charged to the family.

Session vs Lesson attendance

AM and PM registration, taken as either registration or first lesson of the day, for AM and P5 or 6 for PM is reported as overall attendance.
Sixth formers will also have their individual subjects lesson attendance reported so that we can monitor trends and potential issues in specific subjects.

Guided Lesson hours and Use of Study Periods:

Sixth form lessons take place between Period 1 to Period 6 Monday to Friday PLUS 2 hours registration a fortnight (2 x 30 min mornings a week)
Of the 60 periods available across a fortnight, there are 32-36 hours of lessons.
There are the optional 3 hours of EPQ or Core Maths and a compulsory 1 hour of VESPA.
This allows for between and 20 - 27 hours of study periods. These should be used to consolidate prior learning, complete weekly reviews and planners, pre-reading for future lessons, homework, past papers, textbook reading (all textbooks are available in Study Hall and Study Centre).

Attendance Questions

Do I have to register my attendance?

Yes. We operate an electronic registration system for lessons, assemblies, form time, tutorials & co-curricular opportunities, all of which are compulsory. There are set procedures in place to support students whose attendance falls below **95%** and we will discuss these with you in detail. Your **attendance record** will form part of your references, including for universities, at the end of your course. **You pastoral manager** will monitor your attendance and if necessary hold meeting with you and parents if you fall below this, or if punctuality is an issue. As you arrive in school, you must tap in, and as you leave school, you must tap out.

Am I expected in every morning at 8:35am?

On specific days you will be expected to attend a range of different sessions organised by the SFLT. Theses compulsory sessions are planned to ensure you have the skills and support you need to reach you full potential during your time at CNS Sixth Form.

The Morning Programme

Assembly	Form time	Tutorials
• Fortnightly session led by your Head of Year. • Includes a range of internal and external speakers.	• One form time a fortnight will link to the assembly theme and focus on PSHE, RSE and current affairs.	• One to one sessions aimed to boost progress and engagement.

- Keep up to date with important key messages
- One form time a fortnight will deal with routines: Bulletin, Sixth Form Council feedback and attendance checks.
- You will be invited to a Tutorial at least once over the academic year with your Tutor. These are compulsory.

What if I want to go on holiday during term time?

No holidays will be authorised during your time at CNS and this is the same for all year groups, including the Sixth Form. Any instances of unauthorised absence will affect your overall attendance percentage which do have to be reported in references.

Do I have to remain onsite throughout the school day?

You can opt to be offsite in your non-taught time or lunchtime, although as an independent student you should make sensible choices about how you use this time. We recommend that you **treat a school day like a working day**, being on site using your independent study time effectively to ensure that you are meeting deadlines and making at least expected progress.

You will need to Tap In and Out using your personalised ID badge every time you enter or leave the school grounds.

Will I have non-taught time? (Where can I study outside lessons?)

Yes – one third of your timetable will comprise of non-taught time, or "study periods". It is important that you use this time sensibly to meet work deadlines and to support your studies, and we recommend that ***for every hour you spend learning in the classroom, you are spending at least another hour working independently*.**

What about part-time work?

Increasing financial independence is clearly a desirable aim for most teenagers. Many transferable skills can be acquired through paid employment. However, in accepting a place in the Sixth Form you are making a commitment to full-time study, and the time you allocate to your studies must reflect this. We would therefore strongly recommend that you **do not undertake more than 10-12 hours paid work a week / 2 shifts.** Any more runs the risk of compromising your studies. You must decline requests by employers to work during school time even as a 'one – off'. Working in part-time employment during timetabled lesson time will be regarded as a serious breach of discipline. You will not be permitted to leave a lesson early to get to work.

Safety and Security

Will I have computer access?

You will be given a password to allow full access to the school's ICT facilities, with your own work area. It is important that you do not allow others to use this password. If you think its security has been compromised then you should change it. Naturally you will not be permitted to access or send unsuitable material, and some sites are restricted in school, such as social networking sites. Any attempt to do so will lead to suspension of network privileges.

There are lots of materials available for you through the Sixth Forms Teams area. You will also be issued with a school e-mail address and encouraged to use this mode of communication, checking at least once a day for any incoming mail from the Sixth Form Leadership Team and teaching staff/Tutors. Mrs Blake also has laptops that she can lend you.

Cycles/Motorcycles/Cars

- Cycles should be left, secured by a lock, in the cycle sheds near the school gates (Sixth Form only).
- Motorcycles etc. should be parked on the small car park outside the Canteen adjacent to Eaton Road. They should be well secured.
- Car parking for Sixth Form cars is at the back of the school on the small field. Car details must be registered with Mrs Blake and a parking charge may apply depending on the distance you are travelling. To park in a Sixth Form space you must present your ID card to Mrs Blake to update allowing access through the school gates, and adhere to the driving and parking agreements in place.

Safeguarding and the Student Lanyard

It is our duty to safeguard the students in our care, and part of this safeguarding is the necessity of Sixth Form students to **wear their chipped identity lanyard at all times when on school premises**.

Sixth Form Lanyard Scheme

All Sixth Form students will be issued with an official Sixth Form lanyard and ID card at the start of the academic year.

A £10 Payment is required via Parentpay before the lanyard and ID card are issued with the same deadline as Student/Home Agreement – Wednesday 16th September.

By signing the Student/Home Agreement, you agree to the following terms :

Wearing Lanyards

- Students must TAP-IN & OUT at the designated stations every day when entering and leaving the school site.
- Lanyards must be worn visibly at all times while on the school site.
- Lanyards should not be swapped, shared, or altered.
- If a lanyard or ID card is lost or damaged, students must report this to their Sixth Form Office as soon as possible.
- A replacement lanyard and/or ID card will cost £5 each.
- Repeated loss or damage may result in further sanctions.

Daily Loan Lanyard Scheme

- If a student forgets their lanyard, they must collect a loan lanyard from their Sixth Form Office at the start of their day.
- The loan lanyard must be returned to a Sixth Form staff member before leaving school that day.
- All loan lanyards will be recorded in the Loan Log.

- Students who fail to return a loan lanyard by the end of the school day will be recorded.
- Return reminders will be emailed the following day and if lanyards are still not returned, these will be logged as lost and students charged accordingly at the end of Term at £3 per lanyard.

Repeated Failure to Bring a Lanyard
Students who repeatedly forget their lanyard may face additional sanctions, which may include: Community Service / Meeting with the Head of Sixth Form

Lost Property

There is a lost property display in the Study Centre. Ask Mrs Blake if you cannot find it. If you cannot find your missing item here, please check Student Services and the Site Office.

What do I need to know about site security?

- Fire alarms: When the fire alarm sounds (a loud 2-tone siren) you must follow evacuation procedures immediately.
- Make your way directly outside onto the field and line up, in silence, in alphabetical order, in your tutor groups.
- Students must line up on the field facing the school on the right-hand side. You should also:
  - Follow staff instructions
  - Close doors behind you
  - Leave all possessions behind
- Lockdown: a lockdown is signalled by four short blasts of the school bell. When this sounds, you should remain silent, not use your phones and follow instructions from members of staff. If you are not inside, or not in a lesson, you should make your way to the nearest staffed classroom.
- Friends or others who are not members of the current Sixth Form are not permitted to be on the site. Only those people with legitimate business should be on the premises and they will be required to sign in at Reception and obtain a Visitors Pass.



Progress, Attitudes to Learning and Assessment

You have the right to study and be on the site free from intimidation and incidents of physical and verbal abuse will not be tolerated. If you have any concerns please speak to your Tutor or your Pastoral Manager.

It is not permitted to bring alcohol or controlled/banned substances onto the site. Students who are found to be under the influence of alcohol or controlled substances will be dealt with under our disciplinary procedures as detailed in the CNS Behaviour Policy. In extreme cases we will exclude students who disregard rules and expectations.



In class we expect that you will display a purposeful attitude, have brought with you any necessary equipment and textbooks and will not be distracted by mobile phones and other personal devices. We take for granted that you will display a high level of concentration and involvement since this will lead to a more successful and enjoyable learning experience for you.

Plagiarism and AI - 'Copying' of work for submission to exam boards

You will already be familiar from your GCSEs, NEAs and external examinations that strict regulations apply to the work you complete and submit for assessment. It is important to understand from the start of Year 12 and Year 13 that these rules also apply to any coursework, non-examined assessment or other work that contributes to your final grade.

This guidance also applies to non-summative coursework and practice assignments. These tasks are designed to develop your knowledge, skills and understanding. If AI tools are used to produce the work for you, the task becomes pointless because it no longer reflects your own learning or helps your teachers understand what support you need.

A helpful rule of thumb when considering the use of AI is to ask yourself whether it would be acceptable for another person to complete the task for you. If the answer is no, then it is not acceptable to use AI to do the work either.

You must not copy significant amounts of material into your own work from any source. This includes, but is not limited to:

- another student's work;
- textbooks or other printed texts;
- websites, including essay-sharing or essay-writing websites;
- AI tools, including ChatGPT, Co-Pilot or similar platforms.

Submitting work that contains copied, unacknowledged or improperly generated material may put your exam entry at risk in that subject and, in serious cases, could affect your entry for other examinations at the end of Year 13. This has happened to students in the past.

Full guidance on exam board regulations is available from the JCQ website.

When using information, ideas or quotations from other sources, you must follow the appropriate referencing conventions for your subject. Your subject teachers, particularly in courses with substantial written content such as English Literature and History, will explain how to acknowledge material taken from books, websites or other sources. Correct referencing is essential to avoid plagiarism and potential penalties.

Will my progress be monitored?

Yes, regular semester assessments take place with each of your teachers and your results will be shared via our reporting system, Arbor. CNS Sixth Form follows a Semester Model: subsequently you will have 2 formal exam periods per semester along with in class assessments. Your parents will be able to access this information at any time. There will also be two Progress Evenings and two parent/carer information evenings in the year and you will receive summary reports throughout following each semester assessment.

All of these events will focus on your progress towards your target grades. Target grades are set through Ormiston Academy Trust and ALPs and are based on your past GCSE performance. Your forecast grades will be reviewed and updated regularly by your teachers, following Semester Assessments.

The Semester Model

Assessment	Date/ Timeframe	Location	Reading week?	Format	Content	Guidance	Grading
Year 12 Baseline	First Term Year 12	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	December Year 12	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	Spring Term Year 12	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: 9th March	A-Level Grade
Year 12 Mid-Semesters 2	Summer Term, Year 12	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	September Year 13	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	January Year 13	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

Interventions

We want every student in Sixth Form to succeed. If there is a concern about attendance, punctuality, effort, behaviour, independent study, or academic progress, we use a **staged support system**.

The aim is always to help you improve as early as possible.

What can trigger support?

You may be placed on support if there are concerns about:

- attendance or punctuality
- missing homework or incomplete work
- attitude to learning or behaviour
- poor study habits
- low grades in assessments
- underperformance against target grades

What is blocked study?

Blocked study is extra supervised study support.

This means:

- three study periods are timetabled with Sixth Form staff
- you are supported with organisation, study habits and completing work
- your progress is reviewed after an agreed period

What happens if I improve?

If you respond well and make sustained improvement, support will be reduced.

What is expected from me?

You are expected to:

- attend regularly and be punctual
- complete work on time
- respond positively to support
- attend intervention sessions or meetings
- take responsibility for improving

What can I expect from staff?

You can expect:

- support to be fair and clear
- targets to be explained
- communication with home where needed
- staff to help you get back on track

The Stages

Stage	Potential reasons	What you can expect
Stage 0	A one off issue	Your teacher may: • meet with you • speak to you about the concern • remind you of expectations • monitor the next lessons
Stage 1	Early ongoing concerns	**Your teachers may:** • meet with you • set clear targets • give subject support • review progress after a short time • contact home
Stage 2	For repeated concerns or significant underperformance	**Faculty Leaders may:** • review your assessments • meet with you to identify barriers

		• put in place a subject intervention plan • give more structured support • contact home
Stage 3	For wider or more serious concerns	**Your Head of Year may:** • meet with you formally • create a support plan or contract • monitor your progress more closely • contact home or arrange a meeting • put you into **blocked study**
Stage 4	For serious or unresolved concerns	**The Director of Sixth Form may:** • hold a formal meeting • issue a final support plan or learning contract • set clear conditions and review points • review your course or programme • contact parents/carers formally

Criteria for transition from Year 12 into Year 13

Students will not be able to progress into Year 13 if:

- they have more than 10% unauthorised absence at the end of Year 12 – students will need to find an alternative pathway.
- by June, any one of their subjects has never achieved more than a U grade (i.e. no pass) – option to retake Year 12 with (a) different subject(s) or find alternative pathway.
- they get 3 x Us at End of Semester exams in March or June Mid-Semesters – option to pause education, then retake Year 12 from Sept with different subjects, or find alternative pathway.

In all of these circumstances, students will be offered support by our school careers team.



What should I do if I want to change or leave a course?

This type of decision is a major one and shouldn't be done without serious consideration and conversations with your parents, Tutor and Head of Year. No course changes are permitted after the first two weeks of the year.

Your place at CNS is based upon the requirement to **study 3 A-Level subjects**. All Year 12 students will have **the first two weeks** in the **Autumn term** to make a final decision about your subjects and you will be allowed to change your A-Level options in this time, although you will be required to catch up any work that you have missed from the subject that you are joining, including the Summer Gap Tasks that were set at Induction. These can be found in the Sixth Form area on the CNS website or the appropriate subject staff.

If after this time you are struggling in a subject, make sure you are accessing the support and intervention that is available via your Tutor, Subject Staff and Head of Year. **Students will not be allowed to change their subject combinations after the first fortnight of term in September.**

4 A-Levels

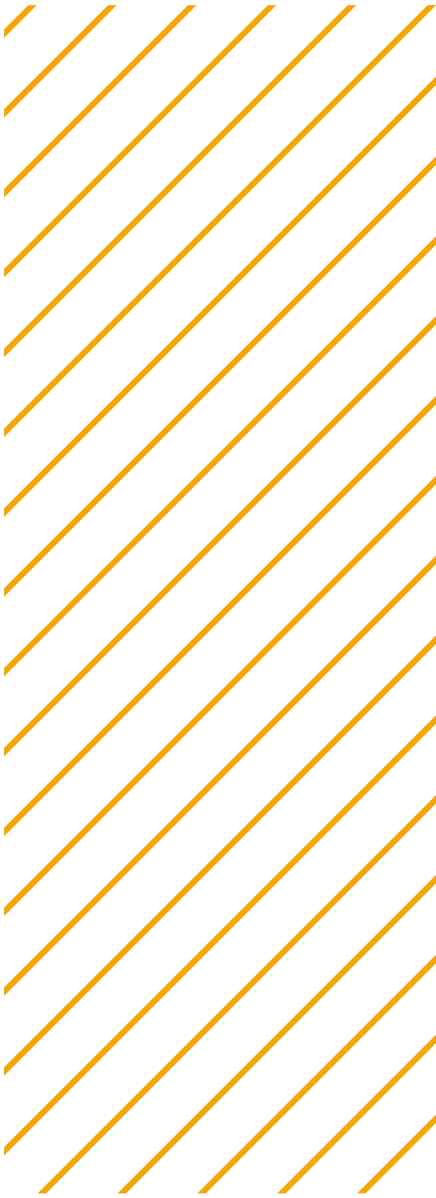
In some very exceptional circumstances and dependent on your GCSE results Ms Nichols or your Head of Year may agree to allow a student to study 4 A-Levels.

All students can start on 4 A-levels in order to help them make the right choices.

Students must narrow down to 3 A-levels by end of 2nd week in September.

Students continuing with 4 A-levels past this 2 week period, must

- have an average GCSE grade of 7
- maintain C or above in all semester exams
- have attendance at 95% or higher



Getting Support

Where do I get advice about jobs, careers and Higher Education courses?

Throughout your time at Sixth Form you will be delivered a full programme of post 18 pathways advice about employment and Higher Education. This will include visits, workshops on Personal Statements and CVs, interview practice as well as more general advice and guidance as part of the Morning Programme. We have independent careers advisors you can talk to – to access the careers team, speak to your Year Team, or click the link on the Student Teams page.

What if I want to speak to someone about getting help with difficult problems?

We would expect that you will be discussing your progress and the factors that affect it reasonably continuously with your Tutor. However, in addition, the Sixth Form Leadership Team, including your Pastoral Manager, are available at all times to discuss problems you may be experiencing with home circumstances, prolonged illness, drugs and alcohol etc. and will be able to signpost you to external dedicated service.

There are self-help guides on the Sixth Form Teams page.



Buses and Transport

Information can be obtained from Traveline East Anglia, firstgroup.com or 0870 6082608.



We will presume that having chosen to enrol here that you have clarified that you can actually get here on time! Frequent lateness due to bus delays etc. will be queried by your Pastoral Manager, with the emphasis being placed upon you to make alternative arrangements to ensure punctuality.

The Norfolk County Council Transport Policy is available at norfolk.gov.uk/post16transport

Sixth Form Bursary Fund

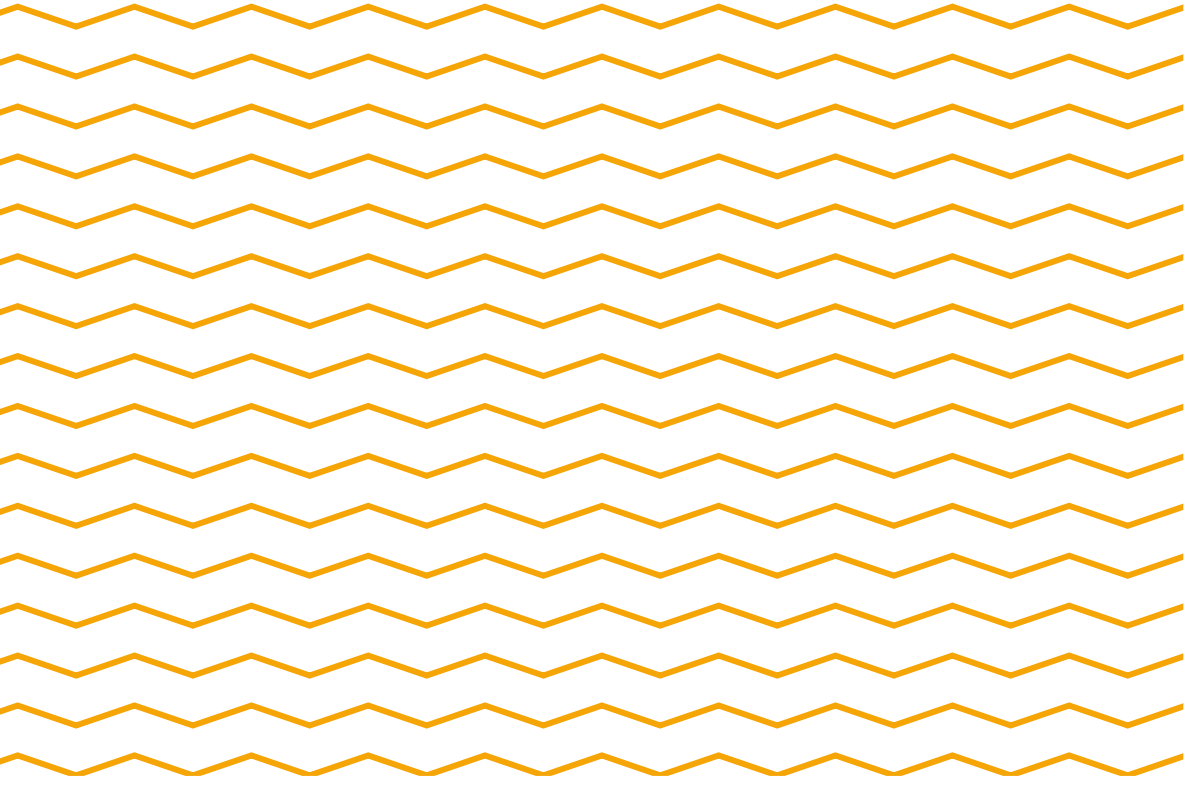
Financial support may be available to some students during their time in Sixth Form and this is dependent on their household income. **Expression of Interest Forms** should be collected from Mrs Blake and completed at

the start of term or as soon as circumstances dictate the necessity. Information on eligibility can be found on the school website via the Governors' Policies link. Mrs Blake will be happy to answer any queries.

All bursary students will receive their subject textbooks automatically in the first half term.

Criteria for Bursary

Students who claim the bursary must maintain over 90% attendance in that term for any claims or purchases to be processed.



Parents and Carers

As a Sixth Form we regularly communicate with your parents/carers whilst seeking not to undermine the independence of our students as they mature into young adults. We keep your parents informed of your positive achievements as well as causes for concern. Please support us in this by talking to your parents about what you are doing at school and what your plans are as they evolve.



Parental Consent

Until you turn 18, Parental Consent is still required in the following areas:

1. Biometric Scan Consent : Cashless Catering
2. Responsible Network Use Policy Consent
3. Administering Medication Consent
4. Photographic Image Consent
5. Consent for Work & Photographs to be used in Social Media
6. Photographic Consent for Web & Publication of Work

By signing the Student/Home Agreement, parents and carers will automatically be giving consent in all these areas unless indicating otherwise here:

2026 - 2027 Parental Consent (emailed version to be able to see)

Students - Start by sharing this book with your parents/carers

Carry on by making sure that letters, notices and other information that you are given for them are handed over. You will need their support so support them by keeping them informed and making sure that your contact details held by the school are kept up to date.

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

School/Home Agreement

I hereby confirm that I have read the Sixth Form Handbook and agree to adhere to CNS expectations regarding attendance, attitude to learning, progress, the Student Lanyard Scheme, Parental Consents & Sixth Form specific rules & routines.

I understand the consequences for not meeting these expectations (shared through this handbook).

Failure to sign and return this form by **Wednesday 16th September** will result in the termination of your place at CNS.

Student Name:	
Student Signature:	

I confirm as **Priority 1** Parent/Carer I have access to the Arbor Parent portal/App to complete and/or amend current contact information for my student; and acknowledge all elements of the Student Handbook.

Parent/Carer Name	
Title	
Parent/Carer Signature:	
Please tick ☐	£10 Payment for my child's Lanyard & ID card has been made via Parentpay.

Please return or email a completed copy of this form to Mrs Blake in the Sixth Form Elkins Centre. K.Blake@cns-school.org