



Notley High

School and Sixth Form

Enjoy, Enrich, Achieve, Aspire.

4th September 2026

Dear Parents/Carers,

I would like to invite you to our Year 12 'Welcome to KS5' Parent Meeting on **Thursday 10th September from 5.30pm to 6.30pm** in the Theatre.

[Please sign up for the talk here.](#)

The transition from Year 11 into sixth form is an exciting milestone and we look forward to working closely with both students and parents/carers. This meeting will provide an opportunity to outline our expectations, explain the support available to students and share information about how parents can help their child make a successful start to sixth form study.

As students have now completed their first week in sixth form, I would also like to take this opportunity to share some important information with you.

Academic Expectations

Sixth form represents a significant step up in academic expectations. Students are expected to take increasing responsibility for their own learning, meet deadlines consistently and develop effective independent study habits.

To support this, students have been issued with an Academic Study Skills booklet which they should be completing over the coming week.

From Friday 11th September, students will begin receiving Independent Study tasks for each subject on a fortnightly basis. This is separate to homework and these tasks are designed to extend learning beyond lessons and help students develop the independent learning skills required for success at Key Stage 5 and beyond.

In addition, timetables will be updated at the start of next week to include revised Supervised Study sessions. During these periods, students will work under staff supervision in the Sixth Form Library, focusing on priorities that they identify for themselves, developing the habit of managing their own study time to suit their respective course needs.

Attendance and Punctuality

Students have also been reminded of our attendance expectations. All Year 12 students are required to be on site from 8.40am until 1.10pm and may not leave the school site during this time.

Notley High School & Braintree Sixth Form, Notley Road, Braintree, Essex CM7 1WY

☎ 01376 556300 ✉ enquiries@notleyhigh.com 🌐 www.notleyhigh.com

Headteacher: Mr M Barrow



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Students are also expected to attend PM tutor on a Tuesday and Thursday afternoon and their enrichment activity on a Wednesday afternoon in addition to any Period 5 lessons. If they have an afternoon with no lessons or sixth form commitments then they are able to leave at 13:10. Students must always sign in/sign out when they arrive/leave the school site.

Excellent attendance and punctuality are key factors in sixth form success. Arriving promptly to lessons and study sessions ensures students make the most of the support and expertise available to them.

Dress Code

Students have been reminded of the importance of adhering to the sixth form dress code and presenting themselves appropriately for a professional working environment. As senior students within the school community, they are important role models for younger students.

Students should also wear their sixth form lanyards at all times whilst on site.

Mobile Phones

In line with updated national guidance regarding mobile phone use in schools, sixth form students are not required to hand their phones in at the start of the day. However, their use is restricted to designated sixth form areas only.

Mobile phones [alongside accessories such as headphones/airpods etc which rely on phone use], may only be used within Cafe6, the Sixth Form Common Room and the Sixth Form Library, where they can support study and independent work. They should not be used elsewhere on the school site.

Thank you

Thank you in advance for all your efforts to support your child with this stage of their educational journey. I look forward to meeting many of you at the Welcome to KS5 Parent Meeting and to working together to support your child throughout the next two years.

**Yours Sincerely,
Mr Sainsbury**

Head of Sixth Form
Notley High School & Sixth Form