Notley High
School and Sixth Form
Enjoy, Enrich, Achieve, Aspire.

5th September 2025

Dear Parents and Carers

I am delighted to introduce myself as the new Head of Sixth Form at Notley High School. It has been a privilege to see the way in which our sixth form students have settled into the start of term. I am looking forward to working closely with them at such an exciting time in their education.

Sixth form is a pivotal part of the educational journey, supporting students to develop independence, self-discipline and the resilience they will need for university, apprenticeships and employment in the future. I am focused on ensuring every student receives the support, challenge, and guidance they need to thrive.

Academic Expectations

Sixth form represents a significant step up in academic expectations. Students will be expected to take responsibility for their own learning, meeting deadlines and managing their workload effectively. This includes an expectation that they complete independent study for each of their subjects beyond the time allocated in timetable lessons. To support them with managing this, each student has periods of supervised study allocated on their timetable where they will be expected to work in the sixth form library completing work independently.

Sixth Form Dress Code

The current sixth form dress code is available on the school website. Sixth formers have been reminded of the importance of dressing appropriately for a professional working environment and recognising the impact they have as role models for students across the rest of the school. I have also reminded them of the importance of always wearing their student lanyard around their neck.

Attendance and Punctuality

With the change to the school day, students have been reminded of key expectations in the structure of the day. All sixth form students are required to be on site from the start of the school day until lunch time at 13:25 - they are not allowed off site at any point during this time. Where they do not have a Period 5 lesson students may go home at lunch time, with the exception for Year 12 being Monday and Thursdays when they are required to attend tutor time at the end of the day.

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Additionally, arriving promptly to lessons will ensure everyone is able to make full use of the time they have with their teachers to get the full benefit of their expertise.

Mobile Phones

As part of navigating increased independence, sixth form students are not expected to hand in their mobile phones unlike the rest of the school. However, this comes with the expectation that they are only used in the sixth form building and are not used around the wider school site. They should also not be seen or heard in lessons unless a member of staff has given direct and explicit permission to do so.

Year 13 Post 18 Choices

On Wednesday, all year 13 students were sent a short survey to complete to indicate their current intentions for their next steps after sixth form. Over the coming weeks, we will be supporting students to make progress on applications and supporting them to identify opportunities available to them.

Year 12 Welcome to KS5 Parent Meeting

We are looking forward to meeting with the parents of Year 12 students at our upcoming 'Welcome to KS5 Parent Meeting' on Thursday 11th September 2025 from 17:30 – 18:30.

I am excited about the year ahead and the opportunities it will bring. We have a fantastic cohort of students in the sixth form, and I look forward to seeing what their collective efforts can achieve this year.

Yours Sincerely,

Mr E Sainsbury

Head of Sixth Form

Notley High School & Sixth Form