



Letter No: 176/2021

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July 2021

Dear Parent/Carer,

IMPORTANT INFORMATION FOR ALL PARENTS WITH STUDENTS IN YEARS 7-11 IN PREPARATION FOR SEPTEMBER 2021

I would be grateful if you could take time to go through the information in this letter in preparation for your son/daughter starting back at Sandringham in September.

Tuesday 31st August 2021 – All students are required to attend school to take a Lateral Flow Test before starting back to school. Details will follow shortly.

Return to School in September

Year 7 students start school on **Thursday, 2nd September 2021 at 8.20am.**

Years 8-11 students return to school on **Thursday, 2nd September 2021 at 1.45pm** ready for session 5 where they will receive their timetables.

Years 8-11 students will need to make their own transport arrangements to school on Thursday 2nd September and coaches/buses will pick up at the normal time at the end of the school day.

The first full day of lessons will be **Friday, 3rd September 2020**. BSV Sixth Form Consortium lessons will also commence on Friday, 3rd September 2020.

Punctuality and Attendance

All students are expected to be on site by **8.20am** at the very latest. If they arrive after 8.30am they are marked late and will receive a consequence. Excellent attendance is something we work very hard on and contributes to raising standards of achievement. **Permission for leave of absence for holidays during term time will not be granted** and we trust all families will respect this and not take their son/daughter out of school for this reason. A full list of term time dates for 2021-2022 and 2022-2023 is shown below for your use in organising family holidays outside these dates.

Uniform and Appearance

Our students are incredibly smart and we are very proud of their appearance. Students must be in full standard uniform at the start of September, although girls have the option of wearing white ankle socks instead of black opaque tights if they prefer, until half term in the Autumn. Students are expected to wear their uniform correctly **to and from school** as well as in school. A full uniform list is attached to this letter and I would be grateful if you could spend time checking this through to ensure your son/daughter arrives properly dressed and groomed. Please check regulations regarding earrings and hair colour. All earrings, except a small gold or silver stud in the lobe of each ear (if desired), must be removed before returning to school.



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Students will be sent home if they arrive at school in breach of the regulations. Students are expected to wear the uniform correctly which includes top buttons being done up, ties correct, shirts tucked in and, for girls, skirts of the correct length. Could you please ensure your son/daughter respects the uniform by wearing it appropriately at all times. There are some girls who have clearly 'outgrown' their skirts. They must reach the top of their knees – if this is not the case, a new skirt will need to be purchased for September.

Equipment and Book Covers

Students are expected to have certain equipment with them every day. The summer holiday is an ideal time to replace those broken rulers, protractors, rubbers, pens or pencils. As part of our drive to raise standards of handwriting, ***we strongly encourage all students to use a fountain pen for writing.***

Essential Equipment List:

BYOD (Bring Your Own Device) – a suitable tablet device that can connect to the internet
2 x blue/black pens (preferably fountain pens)
Sharpened pencil
Eraser
Ruler
Suitable pencil case
Planner
Calculator
Glue stick
Plastic covers (embossed with school emblem)

Students must obtain plastic book covers with the school emblem embossed on them for their exercise books. These are available for purchase from the school shop at a cost of 50p and 75p respectively and should be used on all exercise books. Payment must be made by ParentPay for these items and by the deadline of **27th August 2021**.

Bring Your Own Device

All students in Years 7-11 are required to bring a suitable mobile device for learning to school each day, charged and ready to use. Use of devices in lessons is at the discretion of the classroom teacher and students must follow our Acceptable Use Policy. Students are responsible for the security of their own devices, and devices can be stored in the student's own locker or in the lockers in the PE changing rooms when they are not being used. More details can be found on the main school website under the learning section.

From September 2021, Students in Key Stage 4 (Years 10 and 11) also need a wireless or detachable keyboard for their tablet device.

We advise that students do not bring a mobile phone to school. If they do, students **are not allowed** to use mobile phones for personal use during the school day. They must be switched off and kept in their lockers or out of sight when in school. We have an excellent communication system at school and parents/carers who need to contact students during the day must only do so via Student Services, not by phoning or texting them directly.

Home School Partnership

Our Home School Partnership can be viewed on the school website and a copy is attached for reference. Please spend a few minutes reading through this important document before the start of term.



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School Policies

We have a number of policies approved by the Governing Body to help us run the school efficiently and effectively. Two important policies that all parents/carers must be familiar with are the Behaviour Management Policy and Teaching and Learning Policy (**these policies can be viewed on our school website**). Please take time to go through these documents with your son/daughter. Other policies are available on our school website or on request from the school office.

Textbooks

We have invested a significant amount of money in purchasing new textbooks in certain subject areas. Your son/daughter may receive some new books at the beginning of term and we hope they will find them of use in furthering their studies. Textbooks should be brought to lessons as requested by teaching staff and must be looked after. They will need to be returned at the end of the course being studied.

Calendar Dates

Academic Year 2021/2022

Autumn Term 2021

Wednesday, 1st September to Tuesday, 21st December

Wednesday, 1st September – **All Staff Training Day – School Closed to Students**

Thursday, 2nd September – Years 7 & 12 in school from 8.20am

Year 8-11 & 13 in from 1.45pm

Friday, 3rd September – School open for all students and BSV Consortium lessons start

Occasional Day: Friday, 26th November

Autumn Half Term: Monday, 25th October to Friday, 29th October

Christmas Break: Wednesday, 22nd December to Tuesday, 4th January

Spring Term 2022

Wednesday, 5th January to Friday, 1st April

INSET Day – School Closed to Students

Monday, 5th January, Thursday, 10th February & Friday, 11th February

Spring Half Term: Monday, 14th February to Friday, 18th February

Good Friday: 15th April **Easter Monday:** 18th April

Easter Break: Monday, 4th April to Monday, 18th April

Summer Term 2022

Tuesday, 19th April to Wednesday, 20th July

Thursday, 21st July – **INSET Day: School Closed to Students**

Summer Half Term: Monday, 30th May to Friday, 3rd June

Academic Year 2022/2023

Autumn Term 2022

Thursday, 1st September to Wednesday, 21st December

Autumn Half Term: Monday, 24th October to Friday, 28th October

Christmas Break: Thursday, 22nd December to Wednesday, 4th January

Spring Term 2023

Thursday, 5th January to Friday, 31st March

Spring Half Term: Monday, 13th February to Friday, 17th February

Good Friday: 7th April **Easter Monday:** 10th April

Easter Break: Monday, 3rd April to Friday, 14th April



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Summer Term 2023
Monday 17th April to Friday 21st July
Summer Half Term: Tuesday, 30th May to Friday, 2nd June

The dates for 2022/2023 **do not** include our Occasional or Staff Training Days, these will be updated and made available to you on the school's website and in the Sandprint during the Spring Term 2022.

Leave of Absence Requests

There is a formal process for requesting leave of absence. Request forms must be completed and can be obtained from Student Services. **Holiday requests will not be granted.**

Home Learning and Coursework Schedules

We operate a strict 'Keep to Deadlines' policy – all home learning and coursework must be submitted by the deadline set. Our website will contain details of home learning and coursework schedules and we will also provide timetables of these to students in September. Parents and students will have access to the **Show My Homework** website where details of home learning tasks and deadlines are available in an interactive calendar. These resources are intended to help students plan and organise their work throughout the year and for families to support their son/daughter in this aspect of their work. If you have any concerns about this please contact your son's/daughter's Performance Director for clarification.

Lockers

All students are expected to have a locker and use it to help organise and manage their school day. The locker key cost is £5 rental for the next academic year which is non-refundable. Locker keys are obtained from Student Services. To purchase locker keys for Years 8 to Year 11 students, please utilise the ParentPay system. The deadline to purchase these items is **27th August 2021** so please ensure you do this before that date.

Staffing

This summer we have a number of staff who are at that point in their careers where they have been fortunate to gain promotion to posts in other schools or wish to work closer to home. We also have staff who have finished their Schools Direct training and are moving on to new schools. We say a very fond farewell to them all and wish them every success in the future.

Clair Bennison:	Senior Science Technician	Rhiannon Chapman:	Teacher of English
Steven Cotton:	Schools Direct Trainee	Carmen Cristescu:	Resources Assistant
Kirsten Dudley:	Student Services Administrator	Kyere Gilmour:	Teaching Assistant / DT
Olivia Harding:	Senior Teaching Assistant	Kirsty Jackson:	DoL: Science
Suzy Leto:	Visual Arts Technician	Chloe McKeever:	Teacher of Geography
Sarah Mistry:	Exams Assistant	Ben Opoku:	Teacher of Science
Hannah Petley:	Learning Supervisor	Molly Rogan:	Teaching Assistant
Stephanie Quinn:	Teacher of Drama	Lauren Turner:	Teacher of Science
Katy Whorrod	Teaching Assistant & Learning Supervisor	Poppy Wilson	Teacher of Maths
Mohammed Zaman:	Learning Supervisor		



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Congratulations to Lucinda Archer-Jones who has been appointed DOL: Science from September 2021 and we wish Kirsty Jackson every success at her new school in Guernsey. I am also pleased to congratulate Jane Sutton and Valerie Lynn on their joint appointment as Head Science Technicians.

The success of the school means we have been able to appoint outstanding replacements for staff who are leaving and are fully staffed for September. A very warm welcome to the following staff who will join us at the start of term:

Justine Arif:	Teacher of Drama	Katleen Bureau:	Teacher of MFL
Anna Farrance:	Counsellor	Samuel Gale:	Music Tech. Specialist
Josh Hill:	Teacher of Mathematics	Sara Ismail:	Teacher of Science
Katrina Jackson:	Teacher of Science	Zorica Kovacevic:	Teacher of Mathematics
Karina Lawrence:	Counsellor	Gemma Lovett:	Student Services Administrator
Sital Patel:	Teaching Assistant	Amy Pearson:	Teaching Assistant
Eleanor Ross:	Visual Arts Technician	Rangika Samarasinghe:	Science Technician
Louise Stuttard:	AAT Finance Officer	Charlotte Thurlby:	Lettings Manager
Scott Whorrod:	EdTech Project Lead	Natasha Wilson:	Teacher of Dance

Parking Reminder

We do not allow parents to drive onto the campus in order to drop off or pick up their children and operate a ten-minute rule in favour of pedestrians at the end of the school day. When parking along The Ridgeway, please respect people's property and do not park across driveways. Do not park or drop off students on the white and yellow zigzag lines outside the school gates or in the bus lanes. Please encourage your son/daughter to use the puffin crossing outside the school; crossing higher up on The Ridgeway with so much parked traffic is potentially very dangerous. Do also encourage your son or daughter, where possible, to walk or cycle to school. We have excellent facilities for cycles. If your child would like to cycle they should have passed their cycling proficiency test and should obtain a permit from Student Services.

Finally, I would like to congratulate all our students on working so hard and making this a very successful year. I would also like to thank staff for their efforts this year and the help they have given students to achieve so highly. Have a very enjoyable summer holiday and I look forward to seeing everyone in September.

Yours sincerely,



Alan Gray
Headteacher

Encs. School Uniform List 2021-2022
Home School Partnership



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SANDRINGHAM SCHOOL UNIFORM

We are very proud of our uniform and expect all students to keep within the guidelines set out below.
Performance Directors may be contacted at any time for clarification.
Colours: BLACK and WHITE with trim of RED and GOLD

GIRLS

- * Black blazer with school badge
 - * Black knee length pleated skirt
 - * Black straight legged tailored trousers with logo
 - * School tie (with designated House coloured stripe)
 - * Optional black V-necked pullover with logo
- White collared shirt
- Black shoes (not trainers/canvas shoes). Girls should wear functional black shoes with heels of no more than 3cms in height.
- Black opaque tights (no leggings or leg warmers) should be worn without socks under or over them. On hot days, in the summer term, white ankle socks (not sports/trainer socks) may be worn instead of tights.

GIRLS' PE KIT

- * Black Sandringham shorts
 - * Black and red skort
 - * Red Sandringham logo polo top
- White soled trainers, football boots
- White socks
- * Black and red Sandringham Games socks
 - * Optional black Sandringham mid-layer
- Optional red base layer
- Plain black swimming costume
- Towel
- Shin Pads
- Mouth Guard

BOYS

- * Black blazer with school badge
- Black tailored trousers
- White collared shirt
- * School tie (with designated House coloured stripe)
 - * Optional black V-necked pullover with school logo
- Black shoes (not trainers or canvas type shoes)
- Black socks

BOYS' PE KIT

- * Black Sandringham shorts
 - * Black and red reversible rugby top
- White soled trainers, football boots
- * Red Sandringham logo polo top
- White socks
- * Black and red Sandringham Games socks
 - * Optional black Sandringham mid-layer
- Optional red base layer
- Black swimming shorts
- Towel
- Shin Pads
- Mouth Guard

** these items all bear the Sandringham logo/badge/colours and, consequently, are available only from Stevensons.*

Additional Requirements

Plain black, navy or dark grey top coat, without logos or fur trims and below blazer length. No leather, leather look or denim coats. Bomber jackets are NOT acceptable. Scarves and hats should be plain black or red with no logos. All belts should be plain black without ornate belt buckles.

No jewellery except for a watch and one small gold/silver stud in each earlobe (max 2mm). Earrings should be plain with no gem stones and are not to be worn in PE or Games lessons. No make-up, false nails or nail polish (including French polish). Hair extensions are also not permitted.

No form of facial piercing, including nose/tongue studs, is allowed.

Hairstyles should be moderate and in keeping with the Sandringham uniform. Extreme styles are not permitted including shapes shaved into the hair. Hair should be one natural colour and the minimum length acceptable is a number 3. Lines are not permitted to be shaved into eyebrows. All boys must be clean shaven. Muslim girls are permitted to wear a head scarf (Hijab) should they wish. These should be either black or red. Full face head veils (Niqab) are not permitted.

The uniform should be worn correctly at all times, both in and out of school and to and from school. Shirts should be tucked in, top buttons done up and ties worn correctly. The length of the skirt is to be no higher than 5 cm above the top of the knee and must never be rolled over at the top.

All items of uniform should be clearly labelled with the student's name.



Home School Partnership

Last Reviewed: April 2021/ALG

Next Review: April 2024



1. The home school partnership will be reviewed to ensure that it reflects our values and agreed mode of operation.
2. The agreement will be signed by all parties when a student joins the school. Each party agrees to follow these guidelines as far as possible and ensure that the very highest standards are upheld at all times.

Our Vision

Our belief is that **'Everybody can be Somebody'** because we:

- know you are on your own personal journey to realise your full **potential**
- recognise that you are a **valued** individual in a diverse community
- expect you to set no limits and aim high, **believing** in yourself
- encourage you to take **ownership** of your learning and personal development
- will guide you to explore a wide range of world-class **opportunities** to prepare you for life beyond school
- want you to be happy, confident, supported and **fulfilled**

Our Values

Relationships

- are inclusive and built on kindness and humility
- allow you to lead safe and healthy lives
- enable you to learn collaboratively
- encourage you to develop your individual character

Respect

- learning and achievement
- yourself and one another
- different views, beliefs, identities and cultures
- the environment in which we live
- the school rules and regulations: be polite and display mutual courtesy

Responsibility

- being a successful and independent learner
- modelling high standards of behaviour, conduct and appearance
- confidently meeting the challenges of a changing world
- making a positive contribution to society

Sandringham School - HOME-SCHOOL PARTNERSHIP



	As a student I will	As a parent/carer I will	As a school we will
Learning and progress	<ul style="list-style-type: none"> • learn to the best of my ability • try to improve, by seeking and taking advice from staff, reviewing my progress regularly and setting personal goals with my tutor and parent/carers at Learning Review Day • attend parent/carer-teacher evenings and learning review day • undertake super-curricular activities appropriate to my interests • develop my attributes through the Personal Development programme 	<ul style="list-style-type: none"> • support my child's learning • take an active interest in my child's life at school • attend parent/carers consultation evenings, Learning Review Day, and other events organised to help me learn about my child's progress • encourage my child to undertake super-curricular activities • support my child in undertaking the Personal Development Programme 	<ul style="list-style-type: none"> • support a high-quality learning environment • provide access to a broad and balanced curriculum • offer the best available teaching and support staff • report regularly on progress and advise on how improvement can take place • deliver a rich and varied super-curricular programme • encourage all students to follow the Personal Development Programme
Home-based Learning and Coursework	<ul style="list-style-type: none"> • make sure that I have understood my home-based learning and check it on Google Classroom • do my home learning to the best of my ability and on time • meet my coursework deadlines 	<ul style="list-style-type: none"> • provide a suitable environment at home to support my child's work • give encouragement and appropriate support • ensure they meet their deadlines for submission of work • Monitor Google Guardians Summaries regularly to keep up to date 	<ul style="list-style-type: none"> • provide opportunities for each child to achieve their full academic potential by regular setting and marking of appropriate tasks • provide clear timelines and calendars for coursework and home learning schedules using Google Classroom and Google Guardian Summaries
Attendance and punctuality	<ul style="list-style-type: none"> • arrive at school each day on time • not leave the premises without permission • aim for 100% attendance 	<ul style="list-style-type: none"> • ensure my child attends school regularly and punctually • inform the school of the reasons of any absence as soon as possible via the absence line • avoid taking my child out of school during term time 	<ul style="list-style-type: none"> • monitor and encourage outstanding attendance • follow up attendance issues with the student and parent/carer as necessary.
Responsibility	<ul style="list-style-type: none"> • take responsibility for my own learning and behaviour • observe the school rules at all times • be hard-working in all aspects of school life 	<ul style="list-style-type: none"> • encourage my child to behave responsibly and correctly and ensure they follow school rules at all times • encourage my child to develop self-discipline and diligence 	<ul style="list-style-type: none"> • define clear expectations with regard to behaviour and discipline and educate students to meet them • uphold and promote values of self-discipline and diligence
Relationships	<ul style="list-style-type: none"> • undertake never to bully other students • support other students • undertake to be a good citizen 	<ul style="list-style-type: none"> • encourage my child to develop good friendship groups • give early warning of any concerns in behaviour, learning or relationships 	<ul style="list-style-type: none"> • provide a safe and positive learning environment • provide guidance and support through the pastoral care system
Respect	<ul style="list-style-type: none"> • behave in a manner which shows respect for others in my school • respect the school buildings, property and surroundings • respect the thought for the week 	<ul style="list-style-type: none"> • encourage my child to uphold the values of integrity, compassion and tolerance 	<ul style="list-style-type: none"> • uphold and promote the values of integrity, compassion and tolerance
Uniform and equipment	<ul style="list-style-type: none"> • come to school each day correctly dressed, following the uniform and appearance guidelines and wear my uniform correctly in and out of school • ensure I bring the correct equipment, including device, to school each day • use device and other equipment correctly 	<ul style="list-style-type: none"> • ensure that my child leaves home each day appropriately dressed, equipped (including their device) and prepared for the school day • ensure that my child adheres to the appearance guidelines at all times both in and out of school 	<ul style="list-style-type: none"> • monitor uniform, appearance and equipment on a regular basis and inform parent/carers of problems • consult on any changes to regulations in advance
Extra-curricular activities	<ul style="list-style-type: none"> • become actively involved in school, including extra-curricular activities wherever possible 	<ul style="list-style-type: none"> • support my child in any extra-curricular activities undertaken 	<ul style="list-style-type: none"> • offer the chance to take part in a variety of extra-curricular activities
Communications	<ul style="list-style-type: none"> • take information regularly when asked to do so • monitor and use the learning platform, Google Classroom and school website to keep up to date with information • bring back reply slips and absence letters promptly • ensure that I always use my own tablet/electronic device in accordance with the Acceptable Use Agreement I have signed. 	<ul style="list-style-type: none"> • take note of, and respond to, all school communications promptly and effectively • monitor and use Google Guardians Summaries and the school website to keep up to date with information and home learning that has been set • draw matters of concern to the attention of the school at the earliest possible moment • Support my child in appropriate use of an electronic learning device at school 	<ul style="list-style-type: none"> • provide suitable platforms such as Google Classroom, MyChildAtSchool and the school website to provide clear information to parent/carers • contact parent/carers at the earliest appropriate moment should concerns or problems arise • deal with parent/careral concerns promptly and effectively • Support students in the appropriate use of electronic devices to further their learning