



Letter No: 87/2021

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www.sandringham.herts.sch.uk

Dear Parent / Carer,

This letter contains some important information about end of term arrangements and the start of the New Year in January 2022. We are running some activities physically, such as the Christmas lunches, whilst enforcing the Covid-19 protocols to keep everyone safe. Other events, including the charity day will be run in house and through tutor groups.

End of term arrangements (2021)

Tuesday, 14th December

Christmas lunch for Years 7 & 9 – only available to Years 7 & 9 students who have pre-purchased tickets.

Wednesday, 15th December

Christmas lunch for Years 8 & 10 – only available to Years 8 & 10 students who have pre-purchased tickets.

Thursday, 16th December

Christmas lunch for Years 11, 12 & 13 – only available to Years 11, 12 & 13 students who have pre-purchased tickets.

This year there will be food available from the new canteen at lunchtime on these days if students would like to purchase lunch. There will be the usual break service and space will also be available for dining for those having packed lunches.

Charity Morning / Last Day of Term: Monday, 20th December

This year we are raising money for WWF Climate Crisis Fund and Amazon Appeal.

A wide range of fun events will be happening during the morning with students based in their tutor groups. Students are allowed to come in mufti on payment of £2 (£1 if wearing fancy dress).

School will finish at 12.15pm. Lunch will **not** be served. However, there will be substantial snacks available at a staggered break time for all students. The E901 and E902 buses have been re-arranged to collect students at 12.15pm. All other bus routes will be as their printed timetable.

Staff changes

We say goodbye to Mr. Gale in Music, Mrs. Tang, Careers Coordinator, Mr, Downs, the SandPit Theatre Manager, Mrs. Tarry in Science and Mrs. Finlay, Deputy Headteacher. I would like to thank them all for their hard work and contributions to Sandringham School.

In January, we welcome to the school Rachael Garner, Teacher of English and Kelly Coombs, Sixth Form Attendance Officer.



Arrangements for the start of the New Year (2022)

The first day of term for students is Thursday, 6th January 2022. We will be carrying out a Lateral Flow Test with students during the day. Separate communications have been sent out about this.

Outdoor coats

We have a fantastic uniform and students look extremely smart when wearing it correctly; please ensure you are familiar with our uniform requirements which are listed on our school website. Outdoor coats must be plain dark grey, navy or black in colour, with no logos or fur trim hoods. Hats and scarfs must be plain red or black.

I would be most grateful if parents could ensure their children have correct uniform and leave for school dressed appropriately each morning.

Parking Reminder and no idling

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. Please do not park or drop off students across the school entrances or on the zigzag lines in front of the school. When parking along The Ridgeway, I would ask you to respect people's property and not park across driveways. I have told neighbours who have complained about this to take car registration numbers and telephone the police. As part of our drive to be more eco-friendly, we are asking families not to sit in their cars with the engine running. Thank you for helping with this. Please encourage your children 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 child, where possible, to walk or cycle to school. We have excellent facilities for cycles. If your child would like to cycle they should obtain a permission letter from Student Services.

Next Term's Events for your Diary:

With ongoing Covid-19 measures, we will continue to run virtual events and parents evenings for the Spring term. Please check the weekly Sandprint for details of these. We hope to be back to normal in the Summer term.

Finally, may I wish you and your family a very happy and peaceful Christmas and thank you for your continued support of Sandringham School. I look forward to seeing everyone again on the first day of the Spring Term, Thursday, 6th January, 2022.

Yours sincerely,



Alan Gray
Headteacher

Enc. Attendance guidelines

Sandringham School Absence Line

Tel: **01727 799564** (available 24 hours)

Please can we ask Parents & Carers to report ALL absences **before 9:00am** on **each day** of absence.

Absences, Punctuality & Holiday Requests

The importance of attending school both regularly and punctually cannot be overstated, and it is fair to say that students can only make the most of the educational opportunities available to them at Sandringham if they maintain a good attendance record. Regular and punctual attendance is a habit and one that all parents should encourage; the link with standards of achievement is well proven. Good attendance means that students establish good educational habits and routines, keep up with work more easily, develop well socially and have a good attendance record to show prospective employers.

Students who do not do well often have patterns of non-attendance or poor punctuality and fail to achieve as well as they could. Poor attendance often means that students feel unsettled at school, struggle to keep up to date with their work and lose their place in their social group. We will obviously do all that we can to support students in such circumstances, but there really is no substitute for being in the classroom.

Reporting an Absence

It is the responsibility of the parent/carer to call the school absence line on 01727 799564 in the event that your son/daughter is unable to attend school due to an illness. A call must be made for **each day** of absence, as we are unable to authorise multiple days absence without this call or having appropriate medical evidence from a doctor.

We would ask for this call to be made as early as possible. If leaving a message on the voicemail service, please state all details clearly. We may require some more information from you in order to authorise the absence, so please be prepared to receive an incoming call from Ms Neil, our School Attendance Officer.

The school is constrained to using the statutory attendance codes issued by the Department for Education. Under these rules we are unable to register students as present when attending a medical appointment. We would like to therefore once again encourage parents/carers to ensure that wherever possible, no medical appointments should be booked within school time, unless it is an emergency. Where students are attending a medical appointment this will be marked as an authorised absence.

Punctuality

Our school day commences at 8.30am each morning with registration or assembly. Students should aim to arrive on campus by 8.20am to ensure they are ready to commence their day. Any student who arrives to registration or assembly after 8.30am will be marked as late. If students are persistently late to school (more than twice in a 7-day period) then they will be issued with a C3 consequence.

Holiday Requests

We would like to ask parents and carers not to take children out of school during term time for holidays. While we appreciate that it can be more expensive to go away in the holiday periods ultimately, losing valuable school time is at the expense of your child's education.

Schools are not able to authorise any requests for children to be taken out of school for a holiday during term time. Requests for leave can only be granted in exceptional circumstances, and a holiday would not be considered exceptional. Requests for leave must also be made to the school in advance, as the DfE have told schools that they cannot authorise any absences after they have been taken.

Parents may receive a fixed penalty notice from Hertfordshire County Council if their child is absent from school without permission.

We appreciate the challenges that some parents face when booking holidays, particularly during the school holidays.