



Sandringham School

Sixth Form Handbook

2022 Entry

***Further information about the Sixth Form and Sandringham School is available on the school website:
<https://sandringham.herts.sch.uk>***

Welcome to the Sixth Form

We are looking forward to working with you to ensure success at the next stage of your academic career. Post 16 qualifications offer a very different challenge to those posed by GCSEs. You will move from a broad programme of study in Year 11 to a more specialised one, allowing you to study in greater detail. With fewer subjects studied comes a greater expectation placed upon you from your subject staff. They will be requiring more from you in lessons and expecting a high level of commitment to your studies.

The next two years are a bridging point between schooling and the next stage of your life. As well as enabling you to gain vital academic qualifications which will give you a wide choice of courses and careers, your time in the Sixth Form at Sandringham will give you the opportunity to become more self-reliant and gain valuable transferable skills.

The Sixth Form is not simply about the academic opportunities. Indeed, many of our students play a unique and valuable role in contributing to the wider life of the school. There are plenty of ways in which you can become involved, through Sport, Drama, Music, mentoring lower school students, representing your House or becoming House Captain, or Senior Prefect. Indeed, if there are opportunities for involvement that the school doesn't currently offer, then let the school know and see what can come of enthusiasm, initiative and a good idea!

Meet the Team



Mrs Mouncey
Director of
Sixth Form



Miss Clifford
Performance
Director
(Yr 12)



Miss Potter
Performance
Director
(Yr 13)



Mrs Boost
Learning Mentor



Mrs Cairns
Learning Mentor



Mrs Coombs
Sixth Form
Attendance Officer



Ms Grubb
Sixth Form
Administrator

Summer Work

At Induction, you will have an opportunity to experience lessons in your chosen subject areas. These will give you a real flavour of what you can expect. You will also be set work to complete over the summer. In many cases this will require you to complete additional reading, undertake research and complete a written activity. **Summer work will be given to you at Induction and will also be available online.**

Behaviour and safeguarding

The whole school policies for Behaviour and Safeguarding are in place for the Sixth Form. Please see full details on the main school website. The most important aspect of school life is that every student feels safe. Students must report any concerns that they have about themselves, or others, to a trusted adult. There are several 'Designated Senior People' in the school who are specifically trained to deal with concerns. Their names and locations are printed on posters around the school. They include Mrs Mouncey, Miss Potter and Mrs Boost in the Sixth Form.

It is also very important that the highest levels of behaviour are upheld and strict sanctions will be issued for anyone who does not behave appropriately. This includes the possibility of exclusions for any form of harassment, bullying and racist or homophobic language amongst other things. We would urge you to read the full Behaviour Policy before you start in September. **Students must wear their lanyard at all times when on site.**

Attendance and punctuality

- You must attend registration at **8.30am** every day with your tutor. You will be marked as late if you arrive after 8.30am.
- If you arrive after registration closes at 8.50am you must sign in with a Learning Mentor. You will be marked late in the register and will be asked to explain your lateness.
- If you are unable to attend school, a parent/carer must call the absence line on **01727 799564**.
- If you miss a lesson for any reason it is your responsibility to complete the work set and arrive prepared for the next lesson.
- Holidays should not be arranged during term time. Any requests for leave of absence should be addressed to the Headteacher in writing.
- Driving lessons or any other activity should not be arranged during school time. Study sessions are allocated for study and are supervised.

Independent study expectations

- You will be expected to spend at least 4 hours per subject each week completing independent study outside of the lessons.
- You are expected to complete all study sessions at school. You will register with the Learning Mentor for each study session and study in the 6th form block. You should try to get into the habit of planning what work you will complete in these sessions. Learning Mentors are available to help put study plans in place.
- Home learning should extend and reinforce your learning. In many cases you will also be expected to read up on a topic before you cover the material in class. Your preparation for lessons is vital to success.
- Reading around your subject will not only help you to pass assessments, it will also help you to gain a deeper understanding of the topic and help prepare you for university. Each subject will provide you with a reading list and many of the texts are available in the school library.
- Paid work – it is NOT permitted to undertake any paid work during school hours. We suggest a maximum of 6-8 hours a week paid work.

Sixth Form students: Off-site activities guidance

Post-16 students in Year 12 and 13 are permitted to be off the school site during the school day at allocated times. This is to offer more flexibility and responsibility to students as they prepare for independent life after leaving school. However, safeguarding remains the top priority and so the following guidance is in place to ensure that students and staff are clear about procedures and expectations:

Student ID badges

All sixth form students have a school ID badge that allows them access to and from the site. These must be worn at all times to identify students who attend Sandringham. Students from our consortium schools (Beaumont and Verulam) have similar ID badges to identify them on site.

Lunchtime

Students have the option to leave the school site to take their lunch break elsewhere. They must sign out on the specific 'lunchtime sign out/in list' if they choose to do this and are due to return to school for session 5. Food purchased from shops or take-away outlets cannot be brought back onto the school premises.

Study sessions

All students will have supervised study sessions allocated on their timetable where they must sign into a study session to be taken at school. All study sessions must be attended within the 6th form block. If a student would like to study elsewhere, such as in the Art block or the LRC, they must ask the Learning Mentor who will decide alongside staff in the other areas, depending on the space available and the supervision required.

Free sessions

Where there are lesson sessions not allocated, these are 'free' sessions and students can leave site for these sessions to study at home if they wish. Students do not need to sign out of school for these, it is assumed that they are not on site. If they choose to study in school during a free session, they must sign in with the Learning Mentor.

Activities within the school day

In all free sessions which are taken off site, students should not arrange any other activities, such as driving lessons or part-time work. Staff can ask for students to attend school in the free sessions with no notice if there is work to complete or concerns about progress or well-being. There may also be a long-term arrangement to bring a student into school for all sessions.

Conduct off site

If a student is off-site during the school day, they are expected to conduct themselves in line with the same high expectations and behaviour as required by all school policies.

Teacher absence

If your teacher is absent, they will set work for you on Google Classroom. You should attend your lessons as normal and you are likely to have a supervising cover teacher.

Changing courses

We hope that you will have made the right decisions but are aware that on occasions this does not always work out. If you wish to change a subject, it is vital that you seek advice from a member of the 6th form team. A pink 'change of course' form will need to be completed and signed by parents and staff. Any course changes must be made by **Friday 23rd September 2022**.

After this date, no further changes can be made.

Curriculum enrichment

A one hour session per week is allocated for 'Personal Development' and is compulsory. We also offer EPQ, Financial Studies and Young Enterprise. Sixth Form Games takes place once a week and is compulsory.

- The **Extended Project Qualification (EPQ)** is a stand-alone qualification. It provides you with an opportunity to pursue an interest outside your A-level courses, showing your ability to work independently.
- The **Young Enterprise Company Programme** gives you the opportunity to prepare for working life through the experience of running your own company, supported by volunteer advisers from business.

In addition, we encourage students to participate in specific community involvement such as a weekly work experience placement, helping in lower school lessons or with clubs. All volunteering opportunities will be advertised in September.

Subject enrichment

Many opportunities exist for students to extend their learning in chosen subject areas beyond the classroom. These include:

- Attending lectures and visits recommended by subject staff.
- Essay competitions.
- Oxbridge and competitive university sessions/activities.

These activities are highly recommended for all students looking to apply to university and apprenticeships as well as any student wishing to enter employment or work based training after A Levels.

We will issue guides to subject and extra-curricular enrichment in your first term and would strongly encourage you to look into pursuing these extra activities.

Recording and Reporting

You will be given **target grades** based upon your GCSE performance and will be expected to aim to work towards these grades. We collect regular current grades and effort grades from your teachers which will be published to your parents. The first grades are collected at the beginning of November. If you are working significantly below target we will place you on a 'Support' list which could involve meeting with your parents and putting in place strategies to help you get back on track. Full written reports are sent home just after the Easter holidays and the Year 12 Parent Teacher Consultation evening is in early February.

Assemblies and Tutor Time

Each Monday, tutors will lead the class discussion based on the 'Thought for the week' which will link in with the whole school assembly theme. There will be a 'whole school' assembly and Year 12 assembly each week.

The school day

8.30-8.50	Registration / Assembly
8.50-9.50	Session 1
9.50-9.55	Movement time
9.55-10.55	Session 2
10.55-11.15	BREAK
11.15-12.15	Session 3
12.15-12.20	Movement time
12.20-13.20	Session 4
13.20-14.05	LUNCH
14.05-15.05	Session 5

Transport between Consortium schools

Minibuses to Beaumont and Verulam leave from the bottom gate in front of the SandPit Theatre at the **start** of break and lunch every day. The Beaumont bus leaves from the South Entrance on Oakwood Drive. The Verulam bus leaves from the front gate. There are no minibuses at the start or the end of the day so be prepared to make your own way to/from Consortium schools at these times.

Devices

All students are expected to have a laptop which they should bring to school. The 16-19 Bursary is available for students for support with the cost of these where they are eligible. Mobile phones are allowed to be used in the Sixth Form block, but should not be used at all, or seen, around the rest of the site. The school is not liable for the misplacement or damage to your possessions.

Lockers

A limited number of lockers are available. One payment will secure you a locker for the two years but they are available on a priority basis to students with the greatest need. £5.00 is required for the acquisition of a locker. Please see Mrs Cairns/Mrs Boost in the Sixth Form for more information.

Food and Drink

Starbucks is open from 8.30am until 2pm each day selling a variety of hot and cold drinks and food. The school canteen is also available for you to purchase food or drink. We operate a cashless catering system. You may also leave the school premises during lunch to get food but must sign out in the Sixth Form before you do so and sign back in when you return. Please keep the café and the quiet study zone tidy. Food and drink are allowed in the café area but you are expected to place all litter in the bins provided. There is no eating or drinking (except water) allowed in classrooms, or S11.

Smoking

Sandringham is a non-smoking site. Smoking or vaping on or near the school site is strictly prohibited.

In case of emergency

If the fire alarm sounds please make your way to the tennis courts at the back of the Sixth Form Centre and line up with your tutor group in alphabetical order. Follow the fire marshal's instructions. Please see the emergency evacuation route signs in each classroom.

Start of term

Friday September 2nd

Year 12 Enrolment: 8.30am

Year 12 examinations

All A Level subjects will have a 'Threshold exam' in June 2023.

In order to progress into Year 13, we expect students to have gained a pass in the Threshold Exam in each subject.

Students taking Level 3 qualifications will have one or two external exams in May/June which they must pass to continue with the course.

16-19 Bursary

If you have been receiving free school meals or if you have an identifiable financial need, you may well be entitled to the 16-19 bursary. Your parents will need to send us proof of income. Payments are made regularly to bursary students to help fund resources such as textbooks, laptops, practical equipment and also help with travel costs. Please see Mrs Mouncey for more information. Details and application forms will be available at the time of Induction and in September.

Communication

We will advise parents via Bromcom of key events and dates and the weekly issue of the Sandprint will also list the school's latest news and dates. Also please check the Sandringham School website www.sandringham.herts.sch.uk for further updates. In addition, we aim to publish regular Sixth Form bulletins for students and parents and would encourage you to follow us on Twitter for regular updates @SandSixth and @sandcareers.

School Learning Resource Centre (Library)

There are many resources available to help you with your studies, in the Learning Resource Centre in K-Block. These physical spaces work alongside the online resources which are available through MySandSTORM > Library, including our JSTOR subscription. In the Careers Centre in the LRC there are Careers resources which you may use. Please look at MySandstorm> Accessit Learning Resource Centre or click on <https://uk.accessit.online/snd02/#!dashboard> for the resource catalogue, news items and the Twitter feed. We regularly update all LRC resources to ensure that resources reflect priorities within our community and across the world. Please do come and speak to one of the team in the L.R.C. too – they have a wealth of knowledge and are more than happy to be of support.

University Visits

We advise students to complete university visits at weekends when they commence in the summer term. Permission to attend university interviews, Open Days or courses on a school day must be requested by completing a blue 'Absence Request' form which can be obtained from the Learning Mentors and must be returned to them once completed.



Sandringham School - Sixth Form Dress Code 2022 – 23

All Sixth Form students are expected to set an example to the rest of the school through their high standard of business like dress and the way they present themselves.

The intention of the sixth form dress code is to maintain the smart appearance of their lower school years but allowing a degree of flexibility, in acknowledgement of the progression towards higher education or the world of employment. A Sixth Form student should be able to leave the school site and immediately attend a formal interview without having to change their appearance.

All students must also recognise the dress codes of our Consortium partner schools, when attending their establishments.

Permitted items:

Jackets/Coats Smart tailored jacket	Tops Collared shirt and tie Blouse or fitted shirt (must cover midriff) Smart tops (shoulders covered) Smart, plain V neck jumper
Bottoms Smart tailored trousers Smart skirt (no shorter than 3" above knee) Smart dresses (no shorter than 3" above knee)	Shoes Proper soled shoes or boots - dark soles only Functional shoes (heels no more than 3cm)
Students are permitted to wear a headscarf should they wish.	

Not permitted:

Jackets/Coats Denim jackets, teddy or fur coats (or any imitation)	Tops T-shirts, vests, strapless or low cut tops, hooded or sweat tops, t-shirt dresses or dungarees, playsuits or jumpsuits.
Bottoms Jeans or trousers that imitate jeans, combat trousers, leggings or jeggings, baggy casual trousers or jogging bottoms, mini-skirts or tight skirts in stretch material.	Shoes No white soles, open-toed shoes, Dr Marten boots, Ugg boots or trainers/shoes that imitate.
No leather clothing of any kind (or imitation leather) or any clothing with logos on them including hats and caps.	

Other:

A jacket must be worn when walking around school, as well as for assemblies and other formal occasions.

Make up and jewellery should be kept to a minimum.

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

Hair must be a natural colour and may not be extreme in style, and should not be below a number 2 cut.

Facial hair should be neat and trimmed.

Underwear should not be visible.

Outdoor coats must be removed in class and assemblies.

For Art, Games, PE, Dance and Drama lessons, students must bring in appropriate clothing to change into.

Sandringham School Sixth Form Home School Agreement

“Everybody can be somebody”

	As a student I will.....	As a school we will.....	As a parent / Carer I will.....
Learning and progress	<ul style="list-style-type: none"> • Work hard making good use of all study sessions • Aim to achieve targets • Attend parent teacher evenings and Learning Review Day 	<ul style="list-style-type: none"> • Deliver a broad and balanced curriculum • Provide appropriate guidance for all students about the options available • Set ambitious targets for students • Provide opportunities for each child to achieve full academic potential by regularly setting and marking of appropriate tasks • Track the progress of students and put strategies in place to help those in danger of underachieving 	<ul style="list-style-type: none"> • Support my child's learning • Attend consultation and discussion meetings at school regarding my child's work and progress
Home Learning	<ul style="list-style-type: none"> • Record all home learning accurately • Complete all home learning tasks • Meet all deadlines for submitting work (especially those relating to coursework) 	<ul style="list-style-type: none"> • Ensure home learning is set regularly • Assess home learning according to the school's assessment policy 	<ul style="list-style-type: none"> • Provide a suitable environment at home to support my child's work • Give encouragement and appropriate support
Attendance and Punctuality	<ul style="list-style-type: none"> • Arrive at school and lessons on time • Aim for 100% attendance • Take part in the enrichment activities on offer: EPQ, YE, Sport and extra-curricular clubs, attend engaging minds lectures • Remain on site for morning study sessions 	<ul style="list-style-type: none"> • Monitor and encourage good attendance • Follow up on issues with attendance and punctuality with parents and student 	<ul style="list-style-type: none"> • Ensure their child attends school regularly and punctually • Notify the school when this is not possible • Request leave of absence in only the most exceptional of circumstances
Respect Responsibility Relationships	<ul style="list-style-type: none"> • Respect all members of the school • Respect the school buildings, property and surroundings • Take responsibility for my own learning and behaviour • Be hardworking in all aspects of school life • Support other students • Be a good role model to those in the lower school 	<ul style="list-style-type: none"> • Uphold and promote the values of integrity, compassion and tolerance • Define our expectations with regard to behaviour and discipline • Uphold and promote values of self-discipline and diligence • Provide a safe and positive learning environment • Provide guidance and support through the pastoral care system 	<ul style="list-style-type: none"> • Ensure my child respects others and acts as a role model to others • Encourage my child to uphold the values of integrity, compassion and tolerance • Encourage my child to behave responsibly and correctly. To ensure they follow the school rules • Encourage my child to behave responsibly and as a role model to others
Uniform and Equipment	<ul style="list-style-type: none"> • Wear the correct 6th form dress • Arrive at lessons with folders and correct equipment 	<ul style="list-style-type: none"> • Make dress code and equipment requirements clear 	<ul style="list-style-type: none"> • Ensure that my child leaves home each day appropriately dressed, equipped and prepared for the school day
Communication and Consultation	<ul style="list-style-type: none"> • Take responsibility for reading the notice boards in the Sixth Form Centre regularly • Talk to parents/carers about school life • Talk to tutor/parent/carer if they encounter problems • Deliver all letters quickly 	<ul style="list-style-type: none"> • Provide clear information to parents • Contact parents/carers at the earliest appropriate moment should concerns or problems arise • Deal with parental concerns promptly 	<ul style="list-style-type: none"> • Attend PTCs and other parents' meetings • Read and respond to any communications regarding their child • Monitor the use of e-portal and BSV website to keep up-to-date with information • Draw matters of concern to the attention of the school at the earliest possible moment



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

Welcome

- A Block***
 - Reception
 - (Defibrillator Point)
 - Headteacher's Office
 - Main Hall
 - Dining Hall/Canteen
 - Humanities
 - Gym
 - Swimming Pool
 - Cloakrooms
 - Dance Studio 1
- B Block**
 - Design and Technology
- C Block**
 - Humanities
 - Modern Foreign Languages
- D Block**
 - Student Services
 - Resources
 - Deliveries
 - Dining Hall/Canteen
 - Alban TSA/Alban Federation (D6)
 - Business and Economics
- E Block**
 - Science
- F Block**
 - Visual Arts
 - Music
 - Arts Hub
 - SandPit Theatre (Box Office)
- G Block**
 - Media Studies
 - Computer Science
- H Block**
 - Staffroom
 - SEND
 - Visitors WC
- I Block**
 - Science (STEM)
 - Mathematics
 - ICT /Network Support
- J Block**
 - Drama Studios 1and 2
- K Block**
 - LRC (Library) 1st Floor
 - English
 - Computer Suite - 1st Floor
 - Careers Hub - 1st Floor
- Sports Centre**
 - Sports Hall//3G Sports Pitch
 - Dance Studio 2
 - Fitness Suite
 - PE Staff Office
- S Block - Sixth Form Centre**
 - Sixth Form Centre
 - S11 Training Suite
 - S12
 - Starbucks Café

