



Sandringham School

'Everybody can be Somebody'



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Letter No: 247/2022

July 2022

Dear Parent/Carer,

IMPORTANT INFORMATION FOR ALL PARENTS WITH STUDENTS IN YEARS 7-11 IN PREPARATION FOR SEPTEMBER 2022

I hope you all have a great summer holiday. I would be grateful if you could take time to go through the information in this letter in preparation for your child starting back at Sandringham in September.

Return to School in September

Year 7 students start school on **Friday, 2nd September 2022 at 8.20am.**

Years 8-11 students return to school on **Friday, 2nd September 2022 at 1.50pm** 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 Friday, 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 **Monday, 5th September 2022**. BSV Sixth Form Consortium lessons will also commence on Monday, 5th September 2022 for Beaumont and Sandringham Schools. Verulam's lessons start on Tuesday, 6th September 2022 for Year 12 and Monday, 5th September for Year 13.

Please note the details of the new structure of the school day effective from September below:-

8.30am	Registration and Tutorial
8.50am	Session 1
9.50am	Movement time
9.55am	Session 2
10.55am	Morning Break
11.15am	Session 3
12.15pm	Movement time
12.20pm	Session 4
1.20pm	Lunch
2.05pm	Session 5 (including PM registration)
3.05pm	End of School Day/Extra-curricular

Punctuality and Attendance

All students are expected to be on site by **8.20am** at the very latest. If students 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 child out of school for this reason. A full list of term time dates for 2022-2023 and 2023-2024 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 child 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.

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 child respects the uniform by wearing it appropriately at all times.

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 (Chromebooks for Year 7 students)

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. A separate letter will be sent on the process of ordering book covers from Student Services.

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. They should have a wireless or detachable keyboard for their tablet device. Year 7 will be using Chromebooks as previously communicated. 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.

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.

School Policies

We have a number of policies approved by the Local Governing Board 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 child. 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 child 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 2022/2023

Autumn Term 2022

Thursday, 1st September to Wednesday, 21st December

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

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

Year 8-11 & 13 in from 1.50pm

BSV Consortium lessons start 5th September 2022 at Beaumont & Sandringham Schools

and on 6th September 2022 for Verulam School for Year 12

BSC Consortium lessons for Year 13 start on 5th September 2022

Occasional Day: Friday, 25th November

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

Staff Training Day - Thursday, 5th January - School Closed to Students

Friday, 6th January - all students in for Spring term

Staff Conference: 9th February & Friday, 10th February - **School Closed to Students**

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

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

Summer Term 2023

Monday, 17th April to Thursday, 20th July

Last school day: Wednesday 19th July

Staff Training Day Thursday, 20th July – School Closed to Students

Summer Half Term: Monday, 29th May to Friday, 2nd June

Academic Year 2023/2024

Autumn Term 2023

Friday, 1st September to Wednesday, 20th December

Autumn Half Term: Monday, 23rd October to Friday, 27th October

Christmas Break: Thursday, 21st December to Wednesday, 3rd January

Spring Term 2024

Thursday, 4th January to Thursday, 28th March

Spring Half Term: Monday, 19th February to Friday, 23rd February

Easter Break: Friday, 29th March to Friday, 12th April

Summer Term 2024

Monday 15th April to Tuesday 23rd July

Summer Half Term: Monday, 27th May to Friday, 31st May

The dates for 2023/2024 **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 2023.

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. Teachers set home learning using assignments on Google Classroom. Details noted on Google Classroom include what the task is, how students are expected to submit their work and the duration the task is likely to take. Students have access to a Google Classroom for each of their subjects. There is also a calendar feature and "to do list" within Google Classroom to help students to manage the home learning tasks they have been set. Parents have access to Google Guardian email summaries where details of home learning tasks and deadlines are available as either a daily or weekly digest. If you require a new Google Guardian Summaries email invite please email data@sandringham.herts.sch.uk

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 and locker keys are obtained from Student Services. A separate letter will be sent on the process of obtaining locker keys from Student Services.

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. I am delighted that Sandringham has been able to provide the opportunity for these staff to develop and gain promotion elsewhere. We also have staff who have finished their Schools Direct training and are moving on to new schools. We would like to extend our thanks to Jill Owens, Neil Heaton, Fran Fullerton and Dawn Walker on their retirement and for all their hard work and contributions to Sandringham over the years. We also wish Athena Pitsillis, Assistant Headteacher, well for her maternity leave. We say a very fond farewell to them all and wish them every success in the future:-

Misha Anker:	Senior Theatre Technician	Jane Barnett:	Teacher of Art
James Boak:	Performance Director: Yr 11 and Teacher of PE	Katleen Bureau:	Teacher of MFL
Ravi Chopra:	Teacher of PE	Fran Fullerton:	Data Manger
Rachel Garner:	Teacher of English	Neil Heaton:	Data Manager
Lindsay Miller:	School Business Manager	Jill Owens:	Teacher of Art
Sophie Richards:	PD: Yr 9 & Teacher of Technology	Hannah Semple:	PD: Yr 10 & Teacher of Science
Leanne Ungaro:	Teacher of Maths	Dawn Walker:	Science Technician
Scott Whorrod:	EdTech Project Lead		

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:

Oliver Astley:	Teaching Assistant	Marian Biggs:	Data Manager
Ruth Blandford:	Assistant Librarian	Carol Chan:	T.A./Teacher of Mandarin
Rhiannon Chapman:	ADoL English	Deanna Christou:	Teacher of Art
Suzanne D'Souza:	Learning Supervisor	Laura Dennis:	School Operations Manager
Jack Foy:	Teacher of History (ECT)	Rachael Goss:	Teacher of Geography (ECT)
Sally Griffiths Plunkett:	6 th Form Enrichment Tutor	Kyle Hartnell:	Teacher of PE (ECT)
Jenny Hodson:	Learning Supervisor	Laura Hill:	Teacher of MFL
Seshu Jamalapuram:	Science Technician	Aysha Joshi:	Teacher of Computer Science (ECT)
David Keenleyside:	Director of Sport: PE	Guy Longshaw:	Teacher of Science (ECT)
Lindsey Malone:	Teacher of Science (ECT)	Nada Moussaoui:	Teacher of Science (ECT)
Fabrizio Nieddu:	Teacher of Maths	Vicky Opie:	Teacher of Bus. & Econ.
Negin Sharma:	Learning Supervisor	Valentina Picciuto:	Teacher of PRE (ECT)
Lois Walker:	Teacher of PE (ECT)	Daisy Smith:	Teacher of Art

Congratulations to James Powell who has been appointed Head of Chemistry, Elliot Bailey who has been appointed Performance Director: Year 10 and Dan Smith who has been appointed Performance Director: Year 11 effective from September 2022.

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 child 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 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 2022-2023 and Home School Partnership

	<h2>5 Home School Partnership</h2>			
	Last Reviewed: April 2021	Next Review: April 2024	Author: ALG	

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



Sandringham School's uniform

Students in Years 7 – 11 are expected to wear full school uniform from the uniform list below. When considering PE kit, students should choose to wear the items from either PE Kit A or PE kit B. Performance Directors may be contacted at any time for clarification.

Uniform List

- *Black blazer with Sandringham logo
- Black knee length permanent pleated skirt **or** black tailored regular fit trousers with no buckles or embellishments
- *School tie (with designated House coloured stripe)
- **Optional** black V-necked jumper with Sandringham logo (sewn on is permitted)
- White collared shirt
- Black shoes (not trainers/canvas shoes/boots)
- If wearing a black knee length pleated skirt, black opaque tights (no leggings or leg warmers) should be worn without socks under or over them. On hot days, in the summer term, plain white ankle socks (not sports/trainer socks) may be worn instead of tights
- If wearing black tailored trousers, black socks should worn

PE Kit A

- *Black Sandringham shorts
- *Black and red skort
- *Red Sandringham logo polo top
- White soled trainers
- Football boots (students should wear appropriate footwear for the 3G pitch. This should be plastic-studded footwear only (no metal studs). Blades, dimples or flat-soled shoes are not permitted)
- White socks
- *Black and red Sandringham Games socks
- ***Optional** black Sandringham mid-layer
- Plain black sports leggings
- Plain black tracksuit bottoms (stripes and logos are not permitted)
- Optional red base layer
- Plain black swimming costume (and plain black T Shirt/rash vest if appropriate)
- Towel
- Shin Pads
- Mouth Guard

PE Kit B

- *Black Sandringham shorts
- *Black and red reversible rugby top
- White soled trainers
- Football boots (students should wear appropriate footwear for the 3G pitch. This should be plastic-studded footwear only (no metal studs). Blades, dimples or flat-soled shoes are not permitted)
- *Red Sandringham logo polo top
- White socks
- *Black and red Sandringham Games socks
- ***Optional** black Sandringham mid-layer
- Optional red base layer
- Plain black tracksuit bottoms (stripes and logos are not permitted)
- Black swimming shorts (and plain black T Shirt/rash vest if appropriate)
- Towel
- Shin Pads
- Mouth Guard

** these items all bear the Sandringham logo/badge/colours and, consequently, are available only from registered stockists listed in section 4.2. of the School Uniform Policy*

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).
- 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. 'Skin fades' or 'skin head' styles are not permitted. Lines are not permitted to be shaved into eyebrows. Red or black headscarves can be worn for religious or cultural reasons. Facial hair is not permitted, however students are allowed to request changes to our rule on facial hair for religious reasons.
- 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 labeled with the student's name