



Sandringham School

'Everybody can be Somebody'



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Letter No: 248/2022

July 2022

Dear Parent/Carer,

IMPORTANT INFORMATION FOR ALL PARENTS WITH STUDENTS IN YEARS 12 AND 13 IN PREPARATION FOR SEPTEMBER 2022

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 12 students return to school for enrolment on **Friday, 2nd September at 8.30am in the SandPit Theatre**. They will be able to leave at around 11.00am. Beaumont lessons will also start on Monday, 5th September and Verulam lessons will start on Tuesday, 6th September, details will be provided at enrolment.

Year 13 students' enrolment will take place on **Friday, 2nd September at 1.45pm in the SandPit Theatre**. Beaumont, Sandringham and Verulam lessons will start on Monday, 5th September.

On Monday 5th September, Year 12 students need to arrive by 8.30am in the form rooms for another introduction session and will start lessons from session 2.

Year 13 students will start lessons in session 2 (9.50am) and should only arrive on site in time to attend their first lesson. However, students intending to apply to Oxbridge or for medicine/dentistry/vet should arrive at 8.30am for a session with the 6th form team (room S11).

Punctuality and Attendance

All students are expected to be on site every day by **8.20am** at the very latest. 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 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. May I remind Sixth Form students to comply with the Sixth Form Code of Dress (copy attached).

Equipment

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. Students should have ring binder files for subjects where requested.



Artsmark
Platinum Award
Awarded by Arts
Council England



Essential Equipment List:

Laptop
2 x blue/black pens (preferably fountain pens)
Sharpened pencil
Eraser
Ruler
Suitable pencil case
Planner
Water Bottle

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 – I would not wish any student getting into trouble because they were not aware of our guidelines on behaviour at the school. Other policies are available on our school website or on request from the school office.

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

BSV Consortium lessons for Year 13 start 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 INSET 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.

Bring Your Own Device

The BYOD policy has been updated for the Sixth Form. Experience suggest that students benefit from the use of their own laptop. Laptops are compulsory for most subjects. Please refer to the document 'Blended Learning in the Sixth Form'. We do not expect Year 12 students to have a laptop during the first few weeks as we will be organising bursary payments to support students as necessary where they are eligible. More information will be provided on enrolment day.

Students should leave phones or other devices in lockers while they are taking lessons in PE, dance or other activities which involve getting changed. Mobile phones may be used during break and lunchtime in the Sixth Form block and in moderation during study sessions. They must not be used, or seen, around campus.

Lockers

Some lockers are available for Sixth Form students. The keys for school lockers are obtained from Louise Grubb in the Sixth Form Admin Office at a cost of £5 each per year. This money is non-refundable.

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	Denise Gupta:	Learning Supervisor
Neil Heaton:	Data Manager	Lindsay Miller:	School Business Manager

Jill Owens:	Teacher of Art	Amy Pearson:	Teaching Assistant
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	Aysa 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. If students drive to school, they cannot park on the campus. When parking along The Ridgeway, I would ask you to respect people's property and 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,

A handwritten signature in black ink, appearing to read 'Alan Gray', with a stylized flourish at the end.

Alan Gray
Headteacher

Encs. Sixth Form Dress Code
Blended Learning in the Sixth Form
eLearning Rules and Responsibilities



Sandringham Sixth Form Blended Learning

All students who attend Sandringham Sixth Form require a laptop device.

Rather than a tablet device, research and experience has shown us that sixth form students find laptops invaluable. This reflects the increased duration and complexity of tasks in Sixth Form that are harder to accomplish with a smaller touch-screen device, including extended writing and coursework.

You can choose which laptop device you wish to bring to school, this might be a Windows Laptop, Chromebook or Mac Book. It is not necessary to purchase a new device if you have one which is in working order.

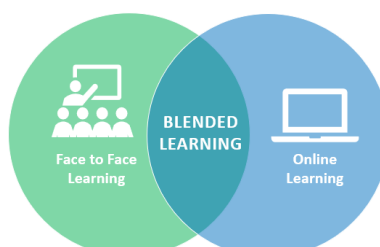
For some particular subjects, you will require a Windows PC or MacBook and **not** a Chromebook due to the specialist software you will use during the course of study. These subjects are:

- Computer Science
- Design & Technology: Product Design
- Media Studies

By bringing your own laptop, you will have access to the following benefits that will support your learning:

- Password-free access to the school WiFi network throughout the school with a high bandwidth connection to the Internet
- A free copy of Microsoft Office 365 for up to 5 of your devices at home and school
- A Google Gmail email address to keep in touch with teachers and fellow students
- Unlimited storage on Google Drive
- The ability to collaborate on documents with teachers and fellow students via the GSuite for Education tools
- Access to learning materials and lesson resources via Google Classroom
- Access to a range of learning resources on our MySandStorm platform such as Encyclopedia Britannica, journals, eTextbooks, a Digital Learning Space for each subject and other learning apps and platforms.

Our intention is to get you used to the normal ways of working in a university or employment environment before you leave school. Your laptop may not be used for every part of a lesson, though the ability to conduct research, access online resources and complete coursework and homework and pre-reading in some subjects will be crucial. This is what we call 'Blended Learning': new technologies are combined with traditional teacher instruction and media. The choice of which approach to use at a particular point in a lesson is down to the professional judgement and experience of your teacher.



Which device should I get?

Ideally, one that you already own (and are prepared to bring to school for lessons)!

Our minimum requirements are simple:

- At least a 13" screen
- At least a 3-hour battery life
- Wireless networking

Almost any reasonably modern laptop will suffice, particularly from the main brands of Acer, Apple, Asus, Toshiba, Lenovo, HP, Dell, etc. Chromebooks from various vendors are also completely suitable for sixth form work and integrate well with our GSuite for Education environment.

You will be given unlimited cloud storage space on Google Drive, meaning storage space on the device itself is less of an issue.

You should consider the weight of the device (you will be carrying it to and from school and between lessons) and battery life so that you are not constantly having to recharge it.

Insuring your device is up to you, but personal devices won't be covered by school insurance so you should consider coverage for accidental damage or theft if you think that is a risk. A robust carrying case is a wise investment in keeping the laptop safe.

We do not recommend specific vendors since prices are constantly changing. Vendors such as eBuyer.com typically offer good value on frequently changing stock and stores such as John Lewis have a reputation for good customer service and extended warranties.

What about affordability?

We do not want financial considerations to be a barrier to any student at Sandringham Sixth Form.

The 16 to 19 bursary fund provides support with educational expenses, and we have worked with bursary-eligible students over a number of years to equip them with laptops. The bursary application form is included in this Induction Pack and students need to apply as directed if they think that they may be eligible. It may take 6-8 weeks in September for the bursary decisions to be made and then funds distributed, all teachers will be aware of this and will not demand a laptop for use. More information on the bursary is available here:

<https://www.gov.uk/1619-bursary-fund/overview>.

There is further information on the Sandringham School website:

<https://sandringham.herts.sch.uk/bring-your-own-device/>

If you have any further questions, please contact Kate Mouncey, Director of Sixth Form, or Mark Allday, Assistant Headteacher.



eLearning Rules and Responsibilities

Sandringham School provides a range of eLearning opportunities, including access to school computers, the Internet and the Bring Your Own Device (BYOD) programme. By using the school equipment or network, you agree to the following:

General

- I will only access the system and any school provided resources with my own login and password, which I will keep secret.
- I will respect all the school's computer resources and understand I am liable for the cost of any wilful damage I cause.
- I will not access other peoples' accounts or files.
- I will only use the school's network and computers for learning purposes.
- I will not copy, use or install any programs, pictures, music, video or games onto the school network without permission from a member of staff.
- I will not connect any device to the school's network, including smartphones, storage devices and cameras without permission from a member of staff.
- I will respect the copyright of any material and laws such as the Computer Misuse Act or Malicious Communications Act.
- I will not attempt to bypass the internet filtering system in school.
- I will not browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately, to a member of staff if I am in school or parent/carer if I am not in school.
- I will use my school email account exclusively for learning purposes. The messages I send will be polite and responsible and I understand it is forbidden to threaten, intimidate or prejudice any person or group.
- I will not give out my own or others' personal information, including: name, phone number, home address, interests, schools or clubs or any personal image. I will report immediately any request for personal information, to a member of staff if I am in school or parent/carer if I am not in school.
- I will not give my home address or telephone number, or arrange to meet someone unless my parent, carer or teacher has given permission.

- I will report any unpleasant material, upsetting messages sent to me or any misuse of the school's computer resources. I understand my report would be confidential and would help protect other pupils and myself.
- I understand that everything I search for, access, post or receive online can be traced now and in the future. My activity can be monitored and logged and if necessary shared with teachers, parents/carers and the police if necessary. I know it is essential that I build a good online reputation.

Bring Your Own Device

- I will bring my device to school with me each day. I am aware that I will receive consequences in line with the consequence system should I not have the correct equipment for school (year 7-11). Temporary loan devices can be borrowed for a day should you not have a device with you. If I borrow a device and do not return it at the end of the school day, then I will be sanctioned.
- If I bring a mobile phone to school, I know that this must be switched off and cannot be used whilst I am on campus throughout the school day (year 7-11). I will not be able to use my phone as a device for learning within my lessons.
- If I am participating in the school loan scheme, I understand that all tablets or laptops remain the property of Sandringham School and are on loan to me while I am on roll at school. I understand that loan devices must be returned on request.
- My own portable device will only be used for learning purposes during school time. Sanctions will apply for inappropriate use of my device during lessons.
- My teacher has full discretion to ask me to put my device away in any lesson or at any time.
- When I bring my own device to school, I am fully responsible for keeping it safe. My device will be fully charged before coming to school. I will store my device safely when it is not being used (e.g. in my locker.)
- I will ensure that my device has a passcode or other locking system to ensure that my personal information remains safe. I will not use another person's device without their permission.
- With my own device, I will only connect to the school WiFi network to use the Internet. I will not enable 3G/4G during school time for my own protection and to protect the privacy of staff and students.
- I will not take or post photographs, videos or livestream without the permission of all parties involved. I will not post any images to social media taken during school time without permission. I will delete any image or video if I am asked to do so by a

member of staff. I understand that teachers have the right under law to search my device for material that may be harmful.

- Whilst I am allowed to install my own software and media on my own device, I understand that space must be given to learning applications and I may be asked to delete other content to make space for learning tools.
- My own device must not contain illegal software, must not be 'Jailbroken' and must have regular official updates applied from the manufacturer in order to keep secure.
- If available, I will ensure my device has adequate antivirus and spyware protection and that it is kept up to date to prevent damage to other devices on the school network.

I understand that these rules are designed to keep me safe now and in the future.

I understand that my network and Internet access may be taken away if I fail to abide by these rules. In accordance with school policy, devices may be confiscated for a limited time period.

I understand that I am subject to sanctions laid down in the rewards and consequences policy and other applicable school policies. If I break the law the police may be informed.

By accepting your place at Sandringham School, you agree and consent to abide by all the instructions and requirements detailed in this acceptable use policy.

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.