



# Sandringham School

'Everybody can be Somebody'



The Ridgeway, St. Albans, Hertfordshire. AL4 9NX  
Telephone: 01727 799560  
Email: [admin@sandringham.herts.sch.uk](mailto:admin@sandringham.herts.sch.uk)  
Website: [www.sandringham.herts.sch.uk](http://www.sandringham.herts.sch.uk)

Headteacher: Alan Gray, M.Sc., F.R.S.A.  
Deputy Headteacher: Caroline Creaby, BA, M.Ed., Ed.D.  
Deputy Headteacher: Mark Nicholls, BA (Hons)

Letter No: 51/2022

7<sup>th</sup> November 2022

Dear Parent / Carer,

## **Pastoral Review Day: Wednesday 23<sup>rd</sup> and Thursday 24<sup>th</sup> November 2022**

Pastoral Review Day will once again take place virtually this year. We are continuing to use the SchoolCloud video conferencing system that allows you to choose your own appointment time. The duration of each appointment will be 12 minutes and focus on the wellbeing and personal development of students. Discussions will be non-subject specific, and we would remind you that there will be an opportunity to discuss this aspect of progress at the Parent Teacher Consultation sessions later in the academic year. These sessions later in the year will also provide an opportunity for families of a child with Special Educational Needs to meet with members of the Learning Support team.

Appointments can be made for the evening of Wednesday 23<sup>rd</sup> November or during the morning of Thursday 24<sup>th</sup> November. The booking window opens on Thursday 10<sup>th</sup> November at 9.00am and will close on Wednesday 16<sup>th</sup> November at 7.00pm. Should you wish to make any changes after this date please send an email to [data@sandringham.herts.sch.uk](mailto:data@sandringham.herts.sch.uk)

Please visit <https://sandringhamschool.schoolcloud.co.uk/> to book your appointments. Attached to this email is a short guide to support you accessing the site. You can login with the following information:

- Parent's First Name
- Parent's Surname
- Student's Date of Birth

These login details will also allow you to access the appointment on the day.

You will also receive an email from the Parent Evening System with a link to the booking. Most appointments will take place with tutors although some students will see a support tutor, pastoral leader or member of the leadership team.

You can make one appointment per student, per family but the system supports multiple device access meaning that two parents / carers can access the video call from separate devices. If you wish to make use of this feature, log on to your bookings and click the Invite Parent / Guardian button, then enter the email address of the second parent / carer to grant them access. They will then need to click the link in the email they receive to join the appointment.



Artsmark  
Platinum Award  
Awarded by Arts  
Council England



It is a good idea to check the device that you will use for the appointment before the day – please ensure that it has a camera and microphone working. We kindly ask that no consultation meetings are voice or video recorded in line with GDPR legislation.

There will be no school on Thursday 24<sup>th</sup> November and, outside of their allocated appointment time, students should spend the rest of the day engaged in home learning, coursework completion or preparation for forthcoming examinations. Work will be added to google classroom accordingly.

I will send an additional communication closer to the days. In the meantime, thank you for all your ongoing support.

Yours sincerely,

Mark Nicholls  
Deputy Headteacher