



# **Sandringham School**

## **Sixth Form Handbook**

### **2023 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 fewer subjects in greater detail. With this comes higher expectations of you from subject teachers. They will be requiring more from you in lessons and expecting a high level of commitment to your studies.

The next two years will be both demanding but also exciting as you undertake new studies, take advantage of a wealth of opportunities on offer and make decisions about your future once you leave school. 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 gain valuable transferable skills.

The Sixth Form is not simply about academic opportunities. 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

## SIXTH FORM TEAM



**Miss Pitsillis**  
Head of Sixth Form



**Miss Potter**  
Performance Director  
Year 12



**Miss Clifford**  
Performance Director  
Year 13



**Mrs Boost**  
Sixth Form Learning and  
Employability Coach



**Miss Cooke**  
Sixth Form  
Learning Mentor



**Mrs Coombs**  
Sixth Form  
Attendance Officer



**Ms Griffiths Plunkett**  
Sixth Form  
Enrichment Tutor



**Mrs Grubb**  
Sixth Form  
Manager

## 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 Miss Pitsillis, Miss Potter and Mrs Boost in the Sixth Form.

It is also very important that the highest levels of behaviour are upheld and sanctions will be issued for anyone who does not uphold our high expectations. 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 the Sixth Form Attendance Officer. 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.

### **Off-site Activities Guidance:**

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. Safeguarding remains the top priority and so the following systems are 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 will 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 6<sup>th</sup> 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 22nd September 2023**. After this date, no further changes can be made.

## **Curriculum Enrichment**

A one hour session per week is allocated for Personal Development lessons, which are compulsory. We also offer EPQ and Young Enterprise. Additionally, one hour per week is allocated for further enrichment and you will have a choice to undertake Sixth Form Games, volunteering in the local community or subject specific support for lessons lower down the school.

- 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 tutor time will have a specific activity linked to the Personal Development curriculum including Thought for the Week, VESPA and two assemblies.

## 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	<b>BREAK</b>
11.15-12.15	Session 3
12.15-12.20	Movement time
12.20-13.20	Session 4
13.20-14.05	<b>LUNCH</b>
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 (10.55am) and lunch (1.20pm) 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 (£5.00) will secure you a locker for the two years but they are available on a priority basis to students with the greatest need. Please see Miss Cooke/Mrs Boost in the Sixth Form for more information.

## Food and Drink

Starbucks is open from 8.30am until 2.00pm 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 allowed in classrooms and/or during lessons. Starbucks may not be purchased during the break of a double lesson.

### **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.

### **Year 12 Enrolment**

Monday 4th September: 8.30am

### **Year 12 Examinations**

All A Level subjects will have a threshold exam in June 2024. 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/carers will need to send us proof of income at time of application. Eligible students will receive resources necessary for their courses, including the long-term loan of a laptop and items such as textbooks and practical equipment. Bursary students will also receive funding for compulsory trips and a contribution towards travel costs where applicable. Please see Miss Pitsillis 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](http://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.

### **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 2023-24**

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.**

**You should wear smart business attire, which includes:**

- A tailored jacket
- Collared shirt and tie
- Formal top or shirt (no slogans, crop-tops)
- Tailored jumpers (no sweatshirts or hoodies)
- Tailored trousers
- Tailored skirt
- Smart dresses
- Smart shoes or boots (no knee-high boots or trainers)
- A hijab, should you wish

**Please note:**

- 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.
- Beards should be neat and trimmed.
- For Art, Games, PE, Dance and Drama lessons, students must bring in appropriate clothing to change into.

**Any student who breaches the school dress code can expect to be sent home to change.**



## Sandringham School Sixth Form Home School Agreement

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



# Our Vision

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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

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## 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