



Sandringham School

'Everybody can be Somebody'



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Deputy Headteacher: Caroline Creaby, BA, M.Ed., Ed.D.
Deputy Headteacher: Mark Nicholls, BA (Hons)

Letter No:245/2023

19th July 2023

Dear Families,

IMPORTANT INFORMATION FOR ALL PARENTS WITH STUDENTS IN YEARS 7-11 IN PREPARATION FOR SEPTEMBER 2023

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 **Monday, 4th September 2023 at 8.20am.**

Years 8-11 and Year 13 students return to school on **Monday, 4th September 2023 at 1.50pm** ready for session 5 where they will receive their timetables. The first full day of lessons for Years 8 - 11 will be **Tuesday, 5th September 2023.**

Years 8-11 students will need to make their own transport arrangements to school on Monday, 4th September and coaches/buses will pick up at the normal time at the end of the school day.

Year 12 enrolment takes place on Monday, 4th September 2023 at 8.20am and should finish by 11.30am. The first full day of BSV Sixth Form Consortium lessons commence on **Tuesday, 5th September 2023.**

Please note the details of the structure of the school day for information 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. School gates lock at 8.30am and 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 2023-2024 and 2024-2025 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 and 8 students) – Year 7 will be distributed in the first week of term
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 55p 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.

Devices and mobile phones

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. Years 7 and 8 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.

Textbooks

We have invested a significant amount of money in purchasing 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 2023/2024

Autumn Term 2023

Friday, 1st September to Wednesday, 20th December

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

Monday, 4th September – Years 7 & 12 in school from 8.20am

Year 8-11 & 13 in from 1.50pm

BSV Consortium lessons start Tuesday, 5th September 2023

Occasional Day: Friday, 24th November

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

Staff Training Day - Thursday, 4th January - **School Closed to Students**

Friday, 5th January - all students in for Spring term

Staff Conference: Thursday, 15th February & Friday, 16th February - **School Closed to Students**

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

Last school day: Friday 19th July

Staff Training Day Monday, 22nd and Tuesday, 23rd July – **School Closed to Students**

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

Academic Year 2024/2025

Autumn Term 2024

Monday, 2nd September to Friday, 20th December

Autumn Half Term: Monday, 28th October to Friday, 1st November

Christmas Break: Monday, 23rd December to Friday, 3rd January

Spring Term 2025

Monday, 6th January to Friday, 4th April

Spring Half Term: Monday, 17th February to Friday, 21st February

Easter Break: Monday, 7th April to Monday, 21st April

Summer Term 2025

Tuesday, 22nd April to Wednesday 23rd July

Summer Half Term: Monday, 26th May to Friday, 30th May

The dates for 2024/2025 **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 2024.

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 wish Dr. Creaby, Deputy Headteacher, well for her maternity leave. We say a very fond farewell to them all and wish them every success in the future:-

Oliver Astley:	Teaching Assistant	Deanna Christou:	Teacher of Art
Rebecca Dawson:	Teacher of Geography	Claire Godfrey:	Research Schools Co-ord.
Lucy Grubb:	Teaching Assistant	Huw Hopkins:	Senior IT Technician
Aysha Joshi:	Teacher of Computer Science	Aimee Malherbe:	Teacher of Drama
Mandy McConnell:	Teaching Assistant	Huda Nuamah:	Teaching Assistant
Tejal Patel:	Teacher of Maths/Science	Nicola Rooke:	Alban Federation Director
David Tattersall:	Teacher of Science	Natasha Wilson:	Teacher of Dance

Suzanne D'Souza and Emma Kitley, Learning Supervisors and Emma Walker, Resources Manager – Print and Digital are leaving their roles and commencing teacher training with the Alban Federation. We wish them well and hope they will return to Sandringham in the future as teachers.

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. Congratulations to Mark Allday and Kate Mouncey who have been appointed Acting Deputy Headteachers for the next academic year. Mark Nicholls is the Senior Deputy Headteacher and will deputise if I am out of school. Emma Beaton and Neil Miller have also been appointed as Associate Assistant Headteachers for the next academic year. Congratulations to Dan Smith who has been appointed Performance Director: Year 10, Hannah Fryer Performance Director: Year 8 and Frances Batten will continue as Performance Director: Year 7.

A very warm welcome to the following staff who have just joined or will join us at the start of term:

Philip Ball:	Music & Theatre Technician	Susan Coughlan:	Teacher of PE
Lewis Covey-Crump:	Theatre Technician	Sarah England:	School Direct Trainee/D & T
Helen Foster:	Teacher of English	Kerry Fricker:	Teacher of Geography
Stef Goff:	ADoL: Computer Science	Neeraj Jumbu:	Teacher of Science
Kirsten Lester:	Learning Supervisor	James Murphy:	Director of ITT - Alban TSH
Adam Rowley:	Teacher: Econ & Business	Francesca Willmott:	Teacher of Dance
Jonathan Yau:	Teacher of Science		

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

Enc. School Uniform List