



# Sandringham School

'Everybody can be Somebody'



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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:246/2023

19<sup>th</sup> July 2023

Dear Families,

## IMPORTANT INFORMATION FOR ALL PARENTS WITH STUDENTS IN YEARS 12 & 13 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, 4<sup>th</sup> September 2023 at 8.20am.**

**Years 8-11 and Year 13** students return to school on **Monday, 4<sup>th</sup> 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, 5<sup>th</sup> September 2023.**

*Years 8-11 students will need to make their own transport arrangements to school on Monday, 4<sup>th</sup> 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, 4<sup>th</sup> September 2023 at 8.20am and should finish by 11.30am. The first full day of BSV Sixth Form Consortium lessons commence on **Tuesday, 5<sup>th</sup> 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.



## **Academic Year 2023/2024**

### **Autumn Term 2023**

*Friday, 1<sup>st</sup> September to Wednesday, 20<sup>th</sup> December*

Friday, 1<sup>st</sup> September – **All Staff Training Day – School Closed to Students**

Monday, 4<sup>th</sup> September – Years 7 & 12 in school from 8.20am

Year 8-11 & 13 in from 1.50pm

BSV Consortium lessons start Tuesday, 5<sup>th</sup> September 2023

**Occasional Day:** Friday, 24<sup>th</sup> November

**Autumn Half Term:** Monday, 23<sup>rd</sup> October to Friday, 27<sup>th</sup> October

**Christmas Break:** Thursday, 21<sup>st</sup> December to Wednesday, 3<sup>rd</sup> January

### **Spring Term 2024**

*Thursday, 4<sup>th</sup> January to Thursday, 28<sup>th</sup> March*

**Staff Training Day** - Thursday, 4<sup>th</sup> January - **School Closed to Students**

Friday, 5<sup>th</sup> January - all students in for Spring term

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

**Spring Half Term:** Monday, 19<sup>th</sup> February to Friday, 23<sup>rd</sup> February

**Easter Break:** Friday, 29<sup>th</sup> March to Friday, 12<sup>th</sup> April

### **Summer Term 2024**

*Monday, 15<sup>th</sup> April to Tuesday, 23<sup>rd</sup> July*

**Last school day: Friday 19<sup>th</sup> July**

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

**Summer Half Term:** Monday, 27<sup>th</sup> May to Friday, 31<sup>st</sup> May

## **Academic Year 2024/2025**

### **Autumn Term 2024**

*Monday, 2<sup>nd</sup> September to Friday, 20<sup>th</sup> December*

**Autumn Half Term:** Monday, 28<sup>th</sup> October to Friday, 1<sup>st</sup> November

**Christmas Break:** Monday, 23<sup>rd</sup> December to Friday, 3<sup>rd</sup> January

### **Spring Term 2025**

*Monday, 6<sup>th</sup> January to Friday, 4<sup>th</sup> April*

**Spring Half Term:** Monday, 17<sup>th</sup> February to Friday, 21<sup>st</sup> February

**Easter Break:** Monday, 7<sup>th</sup> April to Monday, 21<sup>st</sup> April

### **Summer Term 2025**

*Tuesday, 22<sup>nd</sup> April to Wednesday 23<sup>rd</sup> July*

**Summer Half Term:** Monday, 26<sup>th</sup> May to Friday, 30<sup>th</sup> 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.

## **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 [Sixth Form Dress Code](#)

## **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.

### Essential Equipment List:

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

### 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.**

### Bring Your Own Device

The BYOD policy has been updated for the Sixth Form. Experience suggests 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](#) and [eLearning Rules & Responsibilities](#). 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.

### 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](mailto:data@sandringham.herts.sch.uk)

### 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  
Rebecca Dawson: Teacher of Geography  
Lucy Grubb: Teaching Assistant

Deanna Christou: Teacher of Art  
Claire Godfrey: Research Schools Co-ord.  
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