



School Information 2022-23

SHAPE YOUR FUTURE HERE

CONTENTS

04 Our Team

Leadership team

07 About Us

School admissions criteria

08 KS3 Year 7- 8 Curriculum

Core subjects

Optional-modular subjects

10 KS3 Year 9 Curriculum

Core subjects

Optional-modular subjects

12 KS4 Year 10 - 11 Curriculum

Core subjects

Optional-modular subjects

14 Post - 16

Post-16 courses

16 Extra Curricular Life

18 Student Leadership Team (SLT)

20 Academic Support

Pastoral review day

Parent teacher consultations

Curriculum evenings

Ad hoc consultation

My child at school

22 Recognising Achievement

Rewards

House Points

Accolades

Achievements

24 Wellbeing

Peer mentoring

Staff mentoring

Mindful mentoring

Support for young carers

School counsellors

School nurse team

YC Hertfordshire

Child and adolescent mental health services

Education support team for medical absences

28 Pastoral Care

Behaviour and discipline

Code of Conduct Policy

Religious studies, assemblies and collective workshop

30 Careers Guidance and Health

School meals

Health education

32 Attendance

34 School Day and Uniform

Daily Timetable

36 School Policies

Equal opportunities

Access to information and records

Admissions

Charging Policies for activities

Child protection and Safeguarding

Communications

Complaints

38 FoSS

(Friends of Sandringham School)



OUR TEAM

ALAN GRAY

Headteacher

BSc(Hons) (Chemistry, University of Exeter)

MSc PGCE NPQH FRSA

Vision, ethos and culture,
Strategic planning, School performance,
Capital Development/environment,
Staff recruitment and deployment,
Chair AF, ATSH, CEO AAT



DR CAROLINE CREABY

Deputy Headteacher

(Maternity Leave)



MARK NICHOLLS

Senior Deputy Headteacher

BA(Hons) (History, University of Leicester)
(PGCE)

Leadership, operations and self-evaluation: PSI/SEF, Strategic site development, School performance, Ethos and culture, School calendar, Student voice



MARK ALLDAY

Acting Deputy Headteacher

BSc(Hons) (Secondary Computer Science and Information Technology, Edge Hill University) (QTS)

Behaviour/attitudes and digital learning:
Behaviour & attitudes (Rewards and Consequences),
Digital learning strategy,



KATE MOUNCEY

Acting Deputy Headteacher

BSc(Hons) (Geography, University of Nottingham)

MA PGCE

Curriculum, Curriculum Delivery,
Teaching and Learning,
Professional Development,
Sustainability, Home based Learning



JO CAVANAGH

Assistant Headteacher

BSc(Hons) (Chemistry, University of Wales)
PGCE

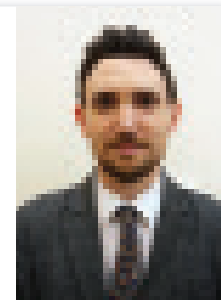


Staff Development: Timetable, STEM strategy, ECF and ECTs, Staff appraisal, Staff Induction, Coaching and mentoring, Visitors to school

THOM LEAT

Assistant Headteacher

BA(Hons) (Medieval and Modern History, University of Birmingham)
PGCE



Standards, Assessment: Assessment (internal/exams), Recording (data, marking), Reporting (reports, PTCs), Intervention/catch-up, Wellbeing

ANDREW CRACKNELL

Assistant Headteacher

BSc(Hons) (Geography, Loughborough University)
QTS



Inclusion, Student Leadership: SEND, Inclusion (PP), Student Leadership, Trips/educational visits, Prefects, SLT, High Starters, ELDs, E week

ATHENA PITSILLIS

Assistant Headteacher

BA(Hons) (English, Queen Mary University of London)
MA PGCE



Sixth Form: Sixth form lead, Careers, EDI, Alumni, Awards evenings, Student Destinations, Visiting speakers, Oxbridge

STUART KEMP

Assistant Headteacher

BSc(Hons) (Biology, University of Hertfordshire)
QTS



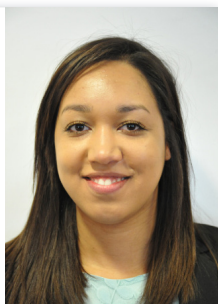
Safeguarding and Student Wellbeing: Designated Teacher CLA, External agencies, Healthy Schools, Anti-bullying, Uniform

CIBONEY DURRANT

**Director of Learning;
SENDCO**

BA(Hons) (History, Oxford Brooks
University) PGCE

SEND Provision, TA Deployment



LAURA DENNIS

Operations Manager

MA (Corporate Strategy and
Governance, University of
Nottingham), BSc(Hons)
(eCommerce and Digital Business,
University of Nottingham)

Finance and Resources, Capitation, Policies, Staff Contracts,
Staff Recruitment Process, Support Staff, FoSS, Staff Payroll,
Premises Insurance, Hospitality



Sandringham School Governors:

Chair of Governors:

Prof. Anna Cox

Vice-Chair of Governors:

Clotilde Chohan

Co-opted Governors:

Anne Garland

Mike Anfield

Christabel Tan

Luke Sieger

Isobel Griffiths

Kevin Rackind

Keith Thompson

Judith Wickes

Parent Governors:

Mark Adams

Ben Wynn

Staff Governors:

Elizabeth Kelly

Eileen Kincaid

Head's PA, Admissions Officer, Clerk to the Governors:

Lesley Dunkley

Estate Manager

Tim Kelly- Swan

AAT Director of IT

Luke Harman

MABLE

Therapy Dog

Cockerpoo

Mable is our school dog who lives with Mr Kemp
(Assistant Headteacher) and has been trained to be a
therapy dog.



ABOUT US

Sandringham is part of the Alban Academies Trust working with other local schools to continue our improvement and outcomes for all students. Sandringham has an outstanding reputation for excellent educational standards combined with unique opportunities to prepare students for a rapidly changing world.

There are 1,700 girls and boys aged 11-18, including 500 in the Sixth Form, drawn from many parts of the city, although predominantly from the area immediately surrounding the school. Our parents are extremely supportive and keen to see their children do well. We are well known for our high academic standards and excellent examination results.

The buildings are constantly under development to ensure an environment fit for learning. Recent developments include a £900K extension to the Sixth Form, a new £2m sports complex, a £3m maths, science and computing block, a £750k full sized floodlit 3G pitch and a £2.5m new Learning Resource Centre and English block refurbished canteen areas and more recently the Tennis Courts have been upgraded with an anti slip treatment.

The school ensures the very highest standards for all areas of the curriculum. In addition, we place a strong emphasis on Science, Technology, Engineering and Maths (STEM) subjects and the Arts.

School Admissions

Sandringham School is an all-ability co-educational 11-18 Academy. Hertfordshire LA manages the transfer and entry to Sandringham School, overseen by an admissions working group of the Governing Body.

Details of the admission criteria, for transfer in September 2023, are available from: **Mrs. L Dunkley**, Admissions Officer.

Our PAN is 240 students for 2023/4 intake. The school is extremely popular and heavily oversubscribed.

KS3 CURRICULUM

Students follow a broad-based curriculum, which reflects the statutory National Curriculum. All students receive one session of Personal Development a week which includes Citizenship, PSHE, Careers Education and Guidance, RSHE, British Values and Character Education.

YEAR 7-8 STUDENTS

- *Computer Science*
- *Dance*
- *Drama*
- *English*
- *French/German/Spanish*
- *Geography*
- *History*
- *Mathematics*
- *Music*
- *PE*
- *Philosophy, Religion & Ethics*
- *Science*
- *Technology (Food, Textiles and Resistant Materials)*
- *Visual Arts*



KS3 CURRICULUM

CONTINUED

In addition to core subjects, students in Year 9 are introduced to our extensive range of modular curriculum subjects, which encourages students to blend and develop new subject areas.

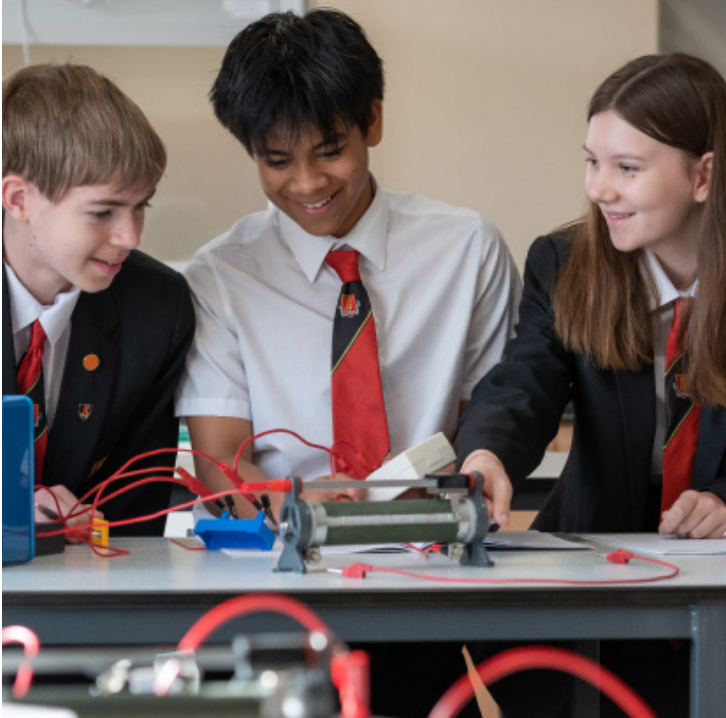
YEAR 9 STUDENTS

Core Subjects:

- *Computer Science*
- *Drama*
- *English*
- *French/German*
- *Geography*
- *History*
- *Mathematics*
- *Music*
- *PE*
- *Philosophy, Religion & Ethics*
- *Science*
- *Technology (Food, Textiles and Resistant Materials)*
- *Visual Arts*

Optional - Modular Subjects:

- *Art & Design*
- *Business Studies*
- *Dance*
- *Debating*
- *Design Technology*
- *Digital Creativity*
- *Drama*
- *HPQ (Level 2)*
- *Financial Studies (Level 2)*
- *Food Technology*
- *Gardening and Conservation*
- *Geography*
- *History & Politics*
- *Mandarin*
- *Media Studies*
- *Music*
- *Music Technology*
- *Philosophy*
- *Psychology*
- *Science (Forensic Science, CREST Award)*
- *Spanish*
- *Sports Leadership*



KS4 CURRICULUM

Students in year 10-11 continue to receive a broad based curriculum leading to GCSE or Level 2 equivalent vocational qualifications.

YEAR 10 -11 STUDENTS

Core Subjects: (with exceptions)

- *English Language*
- *English Literature*
- *Mathematics*
- *Modern Foreign Language (French, German or Spanish)*
- *PE or Dance*
- *Science (Combined or Triple)*
- *Personal Development*

As well as pursuing academic qualifications, we actively encourage our students to develop their leadership skills. Within our KS4 curriculum, we provide opportunities for students to gain recognised Level 1 leadership qualifications in PE or Dance.

Outside of the curriculum, there is an opportunity for students to gain all three levels of the Duke of Edinburgh Award (Bronze, Silver and Gold). This award is specifically designed to support the personal and social development of students and is a highly regarded qualification by universities and employers.

Optional - Modular Subjects:

- *Computer Science*
- *Dance*
- *Design and Technology*
- *Drama*
- *Economics, Business and Enterprise*
- *Fine Art*
- *Food Technology*
- *Geography*
- *History*
- *Hospitality & Catering*
- *Media Studies*
- *Music*
- *Philosophy, Religion and Ethics*
- *Photography*
- *Product Design*
- *Textiles*
- *Various vocational courses at Oaklands College*



POST-16

The Sixth Form has a pre-university style culture with extremely high expectations and challenges, but equally high rewards at the end. It constitutes the best days of school at Sandringham for many students.

POST-16 Courses:

- *Business Studies*
- *Chemistry*
- *Computer Science*
- *Dance*
- *Drama and Theatre Studies*
- *Economics*
- *English Language*
- *English Literature*
- *Extended Project Qualification*
- *Financial Studies (AS)*
- *French*
- *Further Maths*
- *Geography*
- *German*
- *History Mathematics*
- *Maths (Core) AS*
- *Media Studies*
- *Music*
- *Music Technology*
- *Philosophy & Ethics*
- *Photography*
- *Physical Education*
- *Physics*
- *Politics*
- *Product Design/Resistant Materials*
- *Psychology*
- *Sociology*
- *Spanish*
- *Sport CTEC (Level 3)*
- *Textiles*



EXTRA CURRICULAR LIFE

We provide many opportunities for learning outside the classroom and actively encourage all students to engage in at least one extra-curricular activity.

The main programme of activities includes:

- A Music Faculty offering a wide range of choral and instrumental groups which regularly rehearse during lunchtimes and perform at events throughout the year. The Music Faculty also has a tradition of conducting international tours and our students have performed in Russia, Venice, Prague, Barcelona, Dublin, Belgium and Holland.
- A very strong extra-curricular sports programme which combines competitive success with encouraging students of all abilities. School teams have reached many district and county finals and some National finals. There are sporting opportunities for everyone.
- A Drama Faculty staging several full-scale productions each year. School productions have included classics such as Les Misérables, Oliver, The Chronicles of Narnia: The Lion, The Witch and The Wardrobe, West Side Story, High School Musical, We Will Rock You, The Sound of Music, Grease, Fame, School of Rock and A Christmas Carol.
- A Dance Faculty offering a busy community programme with clubs and classes taking place at lunchtimes, after school and in the evenings as well as SYCD (Sandringham Youth Contemporary Dance) and Velocity dance show.
- Out of school activities such as The World Class Schools Annual Essay Competition and the Duke of Edinburgh Award, (DofE).

Our annual charity of which activities raise around £20,000 each year for good causes.

Annual visits to France, Germany, and Spain as well as visits to the theatre, galleries, concerts, sporting events and museums. We also hold an annual Enrichment Week and organise skiing and international tours.

- A comprehensive House Programme including dance, drama, music, academic and sports events each year.



STUDENT LEADERSHIP TEAM

At the heart of our school lies the influential Student Leadership Team (SLT), an integral part of shaping our educational community. The SLT ensures that the voices and opinions of the student body are not only heard but actively sought after, making a real impact on every aspect of school life.

Introducing the **SLT**, an exceptional group of student leaders who come together as a force to champion student voice and tackle important school matters. These dynamic individuals are organised into teams, each with its own purpose and impact.

Ecology & Sustainability the Ecology and Sustainability team, dedicated to creating a greener future and combating plastic waste.

Learning and Development team, passionate about nurturing growth and knowledge.

Equality and Diversity teamwork relentlessly to promote inclusivity and celebrate the uniqueness of every individual.

Student Wellbeing enthusiasts provide invaluable support and initiatives to ensure a positive school environment.

Charity and Community group tirelessly organises events to raise funds for both local and national causes.

The Ecology team successfully changed student habits by abolishing the plastic water bottle, something which is making a huge impact on our plastic waste as a school. They have changed digital habits by moving to a search engine that supports the environment by planting trees.

Some of the projects which are currently in progress are further reduction of plastic use across the school and canteen, whilst also developing the choice for students at break and lunchtime. The Equality and Diversity team have worked hard to ensure student representation and are working to introduce a culture day where students have the opportunity to celebrate their traditions and diversity with peers.

Furthermore, the Charity team have been working hard to run events to raise money for both local and national charities throughout the year and have so far raised over £7,500 this year.



ACADEMIC SUPPORT

We have a comprehensive academic support system including parent-teacher consultation evenings, learning review days, an integrated reporting cycle and many other information evenings which includes support for examinations and how to learn most effectively.

Pastoral Review Day

Pastoral Review Day provides an opportunity for students to discuss their wellbeing and broader personal development with their tutor or a member of the Pastoral team linked to their year group. Students complete a questionnaire in confidence ahead of the meeting which then forms the basis of the discussion. Parents attend these meetings with their child and have the opportunity to raise any relevant concerns.

Parent Teacher Consultations

Parent Teacher Consultation evenings are held once a year for each year group and provide an opportunity for parents and students to meet with their class teachers to discuss progress in individual subjects.

Curriculum Evenings

In addition, parents are invited to special Curriculum Evenings: Year 8 into 9, Year 9 into 10 and Year 11 into 12. There are also Information Evenings for Year 12 parents to introduce them to their child's curriculum. There are GCSE information evenings during Year 10 and 11 to support parents in preparing their children for their GCSE exams. Parents are welcome to contact the school at any time to discuss their child's welfare and progress.

Ad hoc Consultation

Parents are welcome to contact the school to discuss their child's welfare and progress. In general, the first point of contact should be your child's form tutor. For subject specific queries, the Director of Learning for the subject is the contact point and wider pastoral or welfare concerns should be addressed to the Performance Director (Head of Year).

Please be mindful that most teachers are unable to access email during the day due to teaching and extra-curricular commitments. For this reason, we operate a 3 working days turnaround for email enquiries.

These should be sent to:

admin@sandringham.herts.sch.uk for routing to the correct person. If your request is urgent, please contact the school switchboard. Visits to the school should be made by appointment so that we can ensure a mutually convenient time to discuss any query you may have.

My Child at School

We encourage parents to make use of our 'My Child At School' online system where parents can review key data about their child's education at any time of the year. This will contain the most recent data on attendance and rewards/ consequences as well as a copy of all reports that we have produced on your child. For students in Key Stage 4 and 5, exam timetables for trial and public exams are available well in advance of the exam seasons. We are working with the systems vendor to increase the amount of data available via the system in future and it is a key part of our communication with parents.



RECOGNISING ACHIEVEMENT

The behaviour policy at Sandringham School establishes the ways in which all members of the school community contribute to the learning environment. Students are expected to attend school, be well motivated to learn and to behave well.

Rewards:

An important part of our school culture and ethos at Sandringham is to acknowledge the achievements of students both in their studies and beyond. We want everyone to achieve their full potential. To help to support this, and to ensure that students are demonstrating and developing the right character traits as young adults, we have a process to reward students throughout their time at Sandringham School.

House Points:

Accolades and achievements make up the structure of our rewards system. All of these rewards are issued through a digital platform called ePraise. Students have the ability to track all of their rewards on their ePraise profile.

A house point can be issued for any of the school's recognised character traits by any member of staff and carries a value of 1 point for the student's given house.

Golden Ticket:

Students who receive zero consequences during an academic year, alongside 100% attendance, receive a Golden Ticket.

The tickets are highly sought after and reward students with automatic entry onto the Student Leadership Team, queue jump at break and lunchtime as well as a number of other rewards throughout the year.

Accolades:

Accolades are a way to acknowledge the success of students beyond a single house point. They are one-off and added individually by teachers to a student's profile. We have two accolades which students can be awarded.

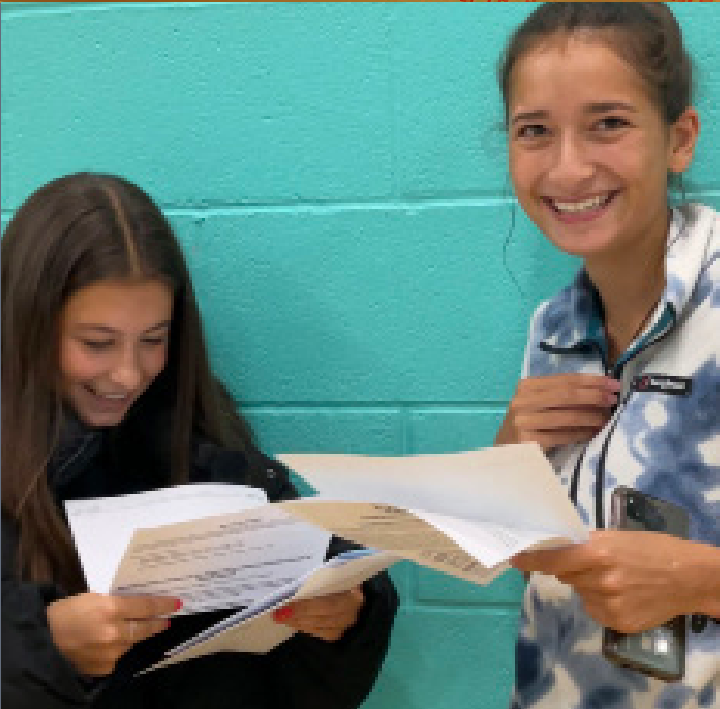
- A postcard home which is issued for outstanding work, contributions or significant improvements.
- A Headteachers commendation (HTC) which is issued for exceptional work over a sustained period of time.

Achievements:

Students will also be rewarded for their achievements. These are based on the following two categories:

- **General** - individual students in any year group
- **Year group** - whole year group rewarded

Achievements encompass all aspects of school life. Some achievements are worked towards over time, whilst others can be gained through an individual activity, event or demonstration of excellence. When students accomplish an achievement they receive a digital badge on their ePraise profile.



WELLBEING

When considering the wellbeing of our young people, at Sandringham we feel it is important to promote positive wellbeing at any given opportunity.

We do this in a number of ways, including but not limited to, assemblies, our Personal Development curriculum, mentoring, events such as Fit for Life Week, House events and Extended Learning Days. Form tutors are the key members of staff when it comes to promoting positive wellbeing and will always be on hand to support students to develop in to happy and healthy young adults.

At Sandringham, our pastoral care system is designed to support students with a range of experiences that they may face. Sometimes, we may need to help students when they are suffering from poor wellbeing, whether that be emotionally, psychologically, physically or socially, and there are number of ways both within the school and by utilising services outside of school that we can do this. Please contact the school to have a conversation with a member of the pastoral team should you want to find out more.

Peer Mentoring

Sometimes it is appropriate for the pastoral team to foster a relationship between students so that they can support one another. More often than not this is a student from an older year group supporting those lower down the school, but these mentoring partnerships are set up very much on a needs basis. The needs of the student requiring support are usually 'low level' and we feel that they benefit from hearing from another individual closer to their age that may have experienced similar issues.

Staff Mentoring

If the needs of a child are slightly more significant and require an adult to support them, the pastoral team will work to develop a mentoring partnership between a student and their chosen trusted adult in the school. This mentoring will normally take place once a week but can be on a needs basis. Staff mentoring is usually appropriate for students whose academic studies or social wellbeing issues are beginning to affect their happiness or wellbeing.

Mindful Mentoring

The Mindful Mentoring programme is a more specialist mentoring system for students that are likely to require external agency support for their wellbeing, but maybe are waiting or unable to access the support when the need is great. It is made up of a group of pastoral staff who are trained to support students with more significant needs.

Support for Young Carers

We are aware of the impact that being a young carer can have on our students and as such, have developed a programme for them to be supported. This includes direct access to support from the pastoral team and/or a school counsellor as well as numerous fun activities throughout the year whereby they can feel supported by staff members and each other.

School Counsellors

At Sandringham, we utilise the service of 2 external counsellors that hold weekly specialist counselling sessions with students. This is a confidential, targeted therapy service that students can access to support them often with significantly poor emotional or psychological wellbeing.



WELLBEING

CONTINUED

The following is a list of external agencies that the school works with to support the wellbeing of our young people. These are agencies that support with a wide range of needs. There are also others that we can utilise that are more specific in terms of needs. Please feel free to contact a member of the pastoral team at school to discuss any of these further.

School Nurse Team

The school nurse team is available to support young people with a range of wellbeing needs that centre on health and physiological wellbeing. Referrals can be made by parents, schools and the GP at:

www.hct.nhs.uk

There is also a 'ChatHealth' service which is a text messaging service for all young people to access confidentially. It is available Monday to Friday from 9am to 5pm. Young people can message for advice on all kinds of health issues such as sexual health, emotional health and wellbeing, bullying, healthy eating and any general health concerns at:

www.chathealth.nhs.uk

ChatHealth, 07480 635050

26

YC Hertfordshire

YC Hertfordshire is a service which provides youth work projects and programmes, information, advice, guidance, work related learning, outdoor education and support for young people. Nicky Honeywell is our Personal Advisor in school, and she can be accessed via student services.

www.servicesforyoungpeople.org

Child and Adolescent - Mental Health Services

An external agency that supports students with a broad spectrum of wellbeing needs. It can be accessed by seeking a referral from a GP, or in some cases a referral from a member of the pastoral team at school. In order to support students completely, it is essential that school is aware of any referral that has been made to CAMHS so that we can work together to support the young person.

www.childline.org.uk

Education Support Teams for Medical Absences

Occasionally, a young person's wellbeing can be poor enough for them to be unable to attend school. The ESTMA team support young people who are unable to attend school temporarily because of medical reasons, whether that be emotional, psychological or physical.

The teams work closely with the school to minimise the disruption to the child's education and to support their re-integration as soon as possible. As well as schools the team works with parents, the young people and other professionals to ensure children and young people's education continues as normally as possible.

More information available at:

www.hertfordshire.gov.uk



PASTORAL CARE

The pastoral system aims to ensure that students derive full benefit from the education we offer and is an integral part of school life. Students are divided into all-ability tutor groups in which they remain for five years.

The work of the Form Tutors is monitored, co-ordinated and supported by the Performance Director who remains with the year group to provide stability and continuity throughout KS3 and KS4.

In addition to the traditional tutor system, all tutor groups belong to one of eight Houses: Austen, Elgar, Fawcett, Johnson, Hepworth, Newton, Shakespeare and Turing. It is through the House system that we encourage students of all ages to work together and help each other.

We have a team of Sixth Formers who receive training so that they may act as peer support for younger students needing a sympathetic ear and may offer advice about day-to-day problems. An extension of this is our "Buddy" system where Sixth Formers are assigned to one or two new Year 7 students to guide and help them in their new school.

Behaviour and Discipline

Code of Conduct and Behaviour Policy available via links at: www.sandringham.herts.sch.uk

Any large community needs clear, simple guidelines to ensure a calm and purposeful environment in which to learn.

Our Code of Conduct is constructed around our core values; the 3 'Rs' • Respect • Responsibility • Relationships

Sandringham students are encouraged and expected to report all incidents and parents can be assured that the school will deal with such incidents swiftly and effectively. The school's AntiBullying Policy is available from the school office and a supporting statement drawn up by the school's Student Leadership Team is to be found in the Student Planner. Our Behaviour Management Policy sets out, in detail, how general discipline is maintained in the school. This is achieved principally through the pastoral curriculum and is firmly based on positive reinforcement. A rewards system of House points and achievement awards further enhances this. Sandringham does not tolerate inappropriate or unacceptable behaviour and students are constantly reminded about the standards of behaviour expected.

Policy documents available via links on our website www.sandringhamherts.sch.uk

Sandringham is a community with shared values and a clearly identified ethos. Philosophy, Religion and Ethics is delivered as a discrete subject at Key Stages 3 and 4 and through Extended Learning Days in the upper school and Sixth Form.

Each year group has regular assemblies, which reflect the religious calendar, celebratory occasions and special events in the life of the school. During registration there is a theme of the week and a connected thought.



CAREERS GUIDANCE AND HEALTH

Sandringham School is committed to providing a planned programme of careers education for all students in Years 7-13 and information, advice and guidance (IAG) in partnership with the local YC Hertfordshire Careers Service.

All young people need a planned programme of activities from Year 7 onwards to help them make the right 14-19 choices and manage their careers throughout their lives. This includes opportunities to meet employers, apprenticeship providers and Universities. Schools have a statutory duty to provide careers education in Years 7-11 (2018 Statutory Guidance) and to give students access to careers education and guidance. This is coordinated by the School's Careers Coordinator as well as provided for in Personal Development lessons.

Students in Year 9 receive careers advice prior to making option choices for Key Stage 4. Careers lessons are time-tabled throughout years 7-11. All Year 11 and 12 students are offered interviews to help them decide their future. Careers Advisers attend parents' evenings to advise on the choice of options. Students are encouraged to use the extensive Careers and Connexions Library and our online platform Unifrog, and students and parents may consult the careers staff.

School Meals

A 'cashless cafeteria' Chartwells provides hot and cold meals and snacks before school, at break time and lunchtime. We operate a cashless system which can be topped up before school, at break or lunchtime. Full details of the system are issued to all parents of new students. Students may bring a packed lunch, these are to be eaten in one of the allocated dining areas.

Details about the provision of free school meals are available from: **Mrs L Earley**, Assistant Business Manager

Health Education

A co-ordinated programme of Relationships, Sex and Health Education (RSE), both formal and informal, is delivered to all students through the subject Personal Development. It is related to the age and gender of students. It is dealt with in a sympathetic and sensitive manner, with group discussions taking place in an atmosphere of mutual trust, respect and confidence. Students are encouraged to take responsibility for their own behaviour and moral viewpoint.

More information: www.gov.uk



CAREERS HUB



ATTENDANCE

It is Sandringham's policy to maintain good attendance, which presently stands at 96.7% across the school. Whilst some absences, such as for illness, are quite unavoidable, we find that students with a full attendance are more confident and more successful in their studies. Parents must inform school immediately when a student is absent.

- Parents of any student who is absent with no explanation will be contacted.
- Continued and frequent absences, with no satisfactory explanation, will be referred to the Attendance Improvement Officer.
- Only the Headteacher can authorise an absence from school.
- Regular attendance checks will be operated during the day to deter unauthorised absences from lessons.
- Detentions will operate on a weekly basis for students involved in unauthorised absences.
- Rewards will be given for good attendance and where a marked improvement in attendance is achieved.

Recent changes in legislation make it clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

If you feel that the circumstances are exceptional then an application should be made to school, prior to any arrangements being made. School will then decide whether or not the absence can be authorised.



SCHOOL DAY AND UNIFORM

Students in Years 7-11 are expected to wear full school uniform. The uniform is very smart and distinctive, and upholds the value we place on high standards at every level in the school. Students are proud to wear their uniform and are excellent ambassadors for the school. Students in the Sixth Form have a smart dress code which reflects a general business look, appropriate for their role as lead learners in the school. A detailed uniform list is available from the school office and via links on our website at:

www.sandringham.herts.sch.uk

The School Day

Students can be in school from 8.00am to 5.00pm for lessons, Learning Resource Centre (LRC) study, and community activities.

The school week is organised into 25 one-hour lessons; five one-hour lessons a day. The day also incorporates registration and assembly time, and movement time to ensure lessons are one hour long.

The school is open from 8.00am to 5.00pm every day for lessons, library work and community activities. Please see the study support timetable for an example of the types and range of activities and clubs that are on offer.

Students should arrive on campus by 8.20am each morning. Breakfast is available every day in the school canteen from 8.00 until 8.30am. Students have two assemblies: one with their year group, and one combined with another year group.

The daily timetable is:

8.30 *Registration and Tutorial*

8.50 *Session 1*

9.50 *Movement time*

9.55 *Session 2*

10.55 **Morning Break**

11.10 *Movement bell*

11.15 *Session 3*

12.15 *Movement time*

12.20 *Session 4*

13.20 **Lunch**

14.00 *Movement bell*

14.05 *Registration and Session 5*

15.05 *Community Time (Voluntary)*

The Learning Resource Centre is staffed until 4.15 pm every day (except Friday when the Learning Resource Centre closes at 4 pm) and students may work in there until that time. After 4.15 pm any student who is being collected by parents must wait in reception.

Important:

The school cannot accept responsibility for students after 5.00 pm, unless they are taking part in a supervised sport, drama, music, dance or curriculum activity.



SCHOOL POLICIES

Sandringham aims to embrace the needs of all students and to provide:

Equal Opportunities

- A broad, balanced and differentiated curriculum relevant to the needs of everyone
- Maximum possible access to and stimulus within the school curriculum.
- An environment where no student suffers adverse discrimination on the grounds of educational, physical, ethnic, religious, or social circumstances.
- A copy of our full Single Equality Policy is available on our school website.
- Access to student records and other information

Parents should contact the school if they wish to visit the school and/or see the following information:

- Further information relating to the National Curriculum
 - Sandringham School policies/agreement documents
- These are also available via links on our website.

Admissions

The Governing Body determine our admission criteria on an annual basis. Further details can be found on our website.

Charging Policy for Activities

Some learning and educational activities will incur a charge to parents, but no student will be excluded from the activity if a contribution is unable to be made. An activity may have to be cancelled if insufficient contributions are made. Payments for all activities can be made by instalments. A full policy statement is available from the school office and via links on our website.

Child Protection and Safeguarding

Mr Stuart Kemp, Assistant Headteacher, has special responsibility for child protection. The school has responsibility for ensuring that the children in its care are protected from abuse, and in the case of suspected abuse, he will ensure that the appropriate Local Authority (LA) procedures are followed.

Communications

All parents and students new to the school are asked to sign the Sandringham School Home/School Partnership.

This document sets out what parents and students can expect from the school and details the responsibilities of both parents and students. The intention of the partnership is to ensure that the basis for supportive relationships between home and school are established. The document has no legal status.

Complaints

Any parent contacting the school with a complaint can be sure of a swift, efficient, and courteous response. The policy covering all complaints procedures is available from the school office and via links on our website.



FoSS

Friends of Sandringham School (FoSS) is Sandringham School's Parent Teacher Association. We raise around £20,000 per year which goes towards buying equipment and other items for the school.

We organise a schedule of events:

- Christmas Fair
- Quiz nights
- Summer Ball
- Y7 welcome barbeque
- Uniform sales (2nd hand) to raise money but also to create a strong sense of community within the school and neighbourhood.

Examples of what FoSS helped purchase are:

- Stage lights for the Drama Faculty
- Scientific calculators for use in the Maths Faculty
- Equipment for Science
- Subscriptions to publications for History, PRE and English
- Materials and equipment to support extra-curricular clubs in Computer Science
- A piano and other instruments to be used initially for The Lion King, Musical for a Day and beyond
- Replacing the speakers and audio visual system

Being part of the team

You can be part of the committee that plans the events and decides how to spend the funds with the senior teaching team.

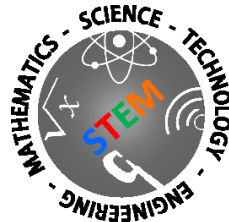
- **You can volunteer to help at events**
- **You can sign up to support Sandringham School on the Easy fundraising website**
- **You can check whether the company you work for operates a Matched Giving scheme**
- **You can donate 2nd hand uniform**
- **You can make a cash donation**

Please consider giving a little of your time to enhance your child's experience at Sandringham School.

For more information contact us on
Friendsofsandringhamschool@gmail.com

Friends of Sandringham School.
Charity number 803736





Sandringham School
'Everybody can be Somebody'

Headteacher - Alan Gray

The Ridgeway
St Albans, Hertfordshire AL4 9NX
Telephone: (01727) 799560
Email: admin@sandringham.herts.sch.uk

sandringham.herts.sch.uk

