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Headteacher: **Alan Gray, M.Sc., F.R.S.A.**

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Acting Deputy Headteacher: **Mark Allday, BSc (Hons)**

Acting Deputy Headteacher: **Kate Mouncey, BSc (Hons), M.Ed.**

Letter No: 001/2023

4th September 2023

Dear Families,

Year 13 Introduction and Expectations

As the students begin their last year of education here at Sandringham School, I wanted to take the opportunity to outline our expectations of students in Year 13 as they approach the important, final stages of their school career. As Performance Director, I will continue to lead the students through their final year of study, maintaining an overview of all academic studies and progress, futures applications, pastoral support, and other key activities.

The following list outlines the expectations and procedures:

- Students should attend form times (8.30-8.50am) on the days they have been allocated (Monday, Tuesday, Wednesday and Friday). We will use our extended form time to communicate with students individually about their university applications / future pathways as well as supporting study skills and engaging them in activities to prepare them for life beyond school.
- Students continue with Personal Development in Year 13. This lesson is compulsory and students must be prompt for Thursday Session 2 (9.50am). The curriculum supports students' development of PHSE skills. The lessons involve many supportive activities and external speakers to help prepare students for different aspects of life including future careers, skills for life away from home and personal wellbeing.
- It goes without saying that we expect full attendance for all lessons and we will contact home immediately if an unauthorised absence is recorded. Therefore, please continue to use the absence line (01727 799564) to record authorised absences. A parent/carer must call the absence line, not a student.
- Students will have some allocated supervised study sessions on site and must attend these.
- There is an expectation that students do not arrange any other specific activities during the school day (8.30am-3.05pm). Over the course of the year, we will call students into school during study sessions to offer support or, for those not meeting expectations, we may timetable regular on-site study sessions.



We will continue to monitor and support students both within their subject areas and through their form tutors and the Sixth Form team. Students' performance and progress will be regularly monitored through tracking reports and there will be a Parent/Carer Teacher Consultation Evening in November.

I look forward to continuing to work with Year 13 in the year ahead as we support their next steps at this very important and exciting time.

Please do not hesitate to contact your child's form tutor, or myself, if you have any queries or concerns.

Yours sincerely,

Katie Clifford
Performance Director: Year 13