



The Ridgeway, St. Albans, Hertfordshire. AL4 9NX
Telephone: 01727 799560
Email: admin@sandringham.aat.school
Website: www.sandringham.herts.sch.uk

Headteacher: **Alan Gray, M.Sc., F.R.S.A.**
Deputy Headteacher: **Caroline Creaby, BA, M.Ed., Ed.D. (MAT)**
Senior Deputy Headteacher: **Mark Nicholls, BA (Hons)**
Acting Deputy Headteacher: **Mark Allday, BSc (Hons)**
Acting Deputy Headteacher: **Kate Mouncey, BSc (Hons), M.Ed.**

Letter No: 003/2023

5th September 2023

Dear Families,

Year 12 Introduction and Expectations

I am writing to introduce myself as the Performance Director for Year 12. My role is to work with the students; supporting them to achieve success with their studies and to have a positive and enriching experience at Sandringham Sixth Form. I will closely monitor students' progress and performance, to ensure that they are working to their potential. I am looking forward to working with students as they take the next step on their academic journey.

My belief is that with a successful line of communication between home and school, students thrive in a supportive and focussed environment. I would like to take this opportunity at the start of the year to outline our expectations of students in Year 12:

- All students are required to study for a minimum of 3 A-level qualifications or Level 3 courses.
- Students are required to attend all form time (registration) sessions (**8.30-8.50am**), unless they study at Beaumont or Verulam in their first session. Registration is compulsory; we use this time to communicate with students about their studies, wellbeing and we engage them in activities to prepare for life beyond school.
- All students have one lesson of Personal Development on their timetable. This lesson covers the PHSE curriculum alongside careers, finance and citizenship. The activities and external speakers support the students' preparations for different aspects of life.
- It goes without saying that we expect full attendance for all lessons and we will contact home immediately if an unauthorised absence is recorded. If your child is absent from school due to illness, a parent/carer must ring the school on **01727 799564**.
- Year 12 will stay on site for all study sessions up until lunchtime and will be registered and supervised by a member of staff. Students are allowed to leave the site at 1.15pm if they have no further lessons on a particular day. However, this will be retracted if students are not meeting our expectations. During this time, students must not book in any other activities, such as driving lessons or part-time work.
- Students are allowed to leave the site for lunch if they wish, but must be back by 2.00pm, if they have a lesson in session 5. Starbucks and the kiosk are open at break and lunch for Sixth Form students to purchase food.



Finally, there is a Parent Information Evening at school on **Tuesday 12th September** at 6.30pm and all information about the Sixth Form is available on the Sandringham School website. Please do not hesitate to contact either your child's form tutor, or myself, if you have any queries or concerns.

Yours sincerely,

Rachael Potter
Performance Director: Year 12