



# 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. (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: 004/2023

1<sup>st</sup> September 2023

Dear Families,

## Welcome to Sandringham 2023-24

I hope you have all had an enjoyable summer break and are looking forward to returning to, or starting at, Sandringham School. A warm welcome to all of our new Year 7 and 12 students and their families.

This letter is a reminder about some important issues as we start the new term. The school is committed to ensuring your child is happy, safe and successful at school. Working in partnership with parents is key in making this happen. As we start a new academic year we have revised our Behaviour Management Policy which you will find attached. Can I ask you to familiarise yourself with this document. We believe in recognising, celebrating and rewarding achievement of all kinds. Staff at the school enjoy rewarding students for their achievements throughout the academic year. Last year we awarded 96,650 house points, issued 3614 postcards home and 550 Headteacher Commendations, while 59 students achieved a Golden Ticket. This is a reflection on how amazing students at this school are! You can track rewards through a digital platform called ePraise and in the coming weeks we will be contacting families to help you set up your access and to navigate this platform. Alongside the emphasis we place on rewarding students, we have clear expectations regarding behaviour. Our consequence system is based on both a fair set of rules that will be applied by staff consistently, and students being given chances and opportunities to modify their behaviour if necessary.

As ever, we ask for your support in ensuring that your child arrives at school on time each day. Students must be on campus by 8:20am, ready for registration or assemblies which start promptly at 8:30am. Students who are late twice in a week are issued with a C3 detention. If you know your child is going to be late for school, we ask that you inform us by phoning Student Services. We would like to make you aware that students who have been issued with a C3 will no longer be able to rearrange this themselves. To ensure that you know when your child is in our care, only parents/carers will be able to reschedule a detention. If you need to change the date of your child's C3 detention, please contact Student Services in advance by telephone on 01727 799560. If a student fails to attend a C3 detention, they are placed into a C3 Friday detention.

It is important that students in all year groups wear the appropriate attire to school each day. For sixth form students this is smart business-like dress. More information about sixth form dress can be found here: <https://sandringham.herts.sch.uk/wp-content/uploads/2020/06/Sixth-Form-Dress-Code.pdf>.



For students in year 7-11 we have our school uniform and PE kit. We expect students to have the full uniform required and to always wear it smartly. In addition, we would like to remind you that students are expected to wear black school shoes. Black trainers and boots are not permitted. Students can wear one small silver or gold stud in each ear, but no other piercings or jewellery should be worn to school. Nail varnish, false nails and false eyelashes are also not permitted. Should a student arrive in school failing to meet our dress code, they will be issued a sanction and expected to adjust and correct this for the following day. Students will be asked to remove makeup and nail varnish in school if necessary. Haircuts should not be extreme, including no lines or shapes shaved into the head or eyebrows. We really appreciate parental support with this as it allows us to spend our time engaged in positive conversations and focussed on high quality teaching and learning.

Throughout the year there will be opportunities to engage with the school through parent-teacher consultations, information evenings and other events. Whilst we appreciate life can be busy, we ask for your attendance at such events which allow us to work in partnership with you to support your child. Should you have any concerns about your child or wish to make us aware of something which you feel is important for the school to know, your child's form tutor is the person to contact. Any such correspondence should be sent to [admin@sandringham.aat.school](mailto:admin@sandringham.aat.school), marked for the attention of your child's form tutor.

We look forward to welcoming your child at the start of term.

Yours sincerely,

**Alan Gray**  
Headteacher