



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: 093/2023

11th December 2023

Dear Families,

End of Autumn Term 2023

This letter contains some important information about end of term arrangements and the start of the New Year in January 2024.

Christmas Lunch

We will be holding this year's Christmas lunch over three days from 12.30pm onwards and will be served as follows:

- **Years 7 & 9** on Tuesday December 12th
- **Years 8 & 10** on Wednesday December 13th
- **Years 11, 12 & 13** on Thursday December 14th

There will be food available from the new canteen at lunchtime on these days if students would like to purchase an alternative lunch. There will also be the usual break service and space will be available for those having packed lunches.

Charity Morning / Last Day of Term: Wednesday, 20th December 2023

This year we are raising money for Herts for Refugees, Youth Talk and Unicef.

A wide range of fun events will be happening during the morning with students based in their tutor groups. Students are allowed to come in mufti on payment of £2 (with a Fairy Tale theme, should they wish).

School will finish at 12.10pm. Lunch will **not** be served. However, there will be substantial snacks available at a staggered break time for all students. The E901 bus has been re-arranged to collect students at 12.10pm. All other bus routes will be as their printed timetable.

Staff changes

We say goodbye to Stef Goff, ADOL: Computer Science and also wish Sue Simmons, Alban Federation Administrator well on her retirement. I would like to thank them all for their hard work at the school and wish them well for the future. We also welcome the following staff: Anne McQuade, Teacher of Computer Science and Mark Shackleton, Assistant Caretaker.



Arrangements for the start of the New Year 2024

Outdoor coats

We have a fantastic uniform and students look extremely smart when wearing it correctly; please ensure you are familiar with our uniform requirements which are listed on our school website. Outdoor coats must be plain dark grey, navy or black in colour, with no logos or fur trim hoods. Hats and scarfs must be plain red or black.

I would be most grateful if parents could ensure their children have correct uniform and leave for school dressed appropriately each morning.

Parking Reminder and no idling

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. Please do not park or drop off students across the school entrances or on the zigzag lines in front of the school. When parking along The Ridgeway, I would ask you to respect people's property and not park across driveways. I have told neighbours who have complained about this to take car registration numbers and telephone the police. As part of our drive to be more eco-friendly, we are asking families not to sit in their cars with the engine running. Thank you for helping with this. Please encourage your children 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 son or daughter, where possible, to walk or cycle to school. We have excellent facilities for cycles. If your child would like to cycle they should obtain a permission letter from Student Services.

Next Term's Events for your Diary Spring term 2024:

5 th January:	School starts	8.20am on site
11 th January:	Into the Sixth Information Evening	6.00pm – 8.30pm
15 th January:	Year 11 Parent Teacher Consultation	4.00pm – 8.00pm
24 th January:	Sports Tour Information Evening	6.00pm – 8.00pm
30 th January:	Year 12 Parent Teacher Consultation	4.00pm – 8.00pm
1 st – 3 rd February:	Velocity Dance Show	
6 th February:	Battle of the Bands	7.00pm – 9.00pm
8 th February:	Year 9 Options Evening	6.30pm – 7.30pm
12 th February:	German Exchange Information Evening	6.30pm – 7.30pm
13 th February:	French Exchange Information Evening	6.30pm – 7.30pm
29 th February:	Year 9 Parent Teacher Consultation	4.00pm – 7.45pm
5 th March:	Senior Recital Evening	6.30pm – 8.00pm
6 th March:	Spanish Information Evening	6.30pm – 7.30pm
7 th March:	Duke of Edinburgh Awards Evening	7.00pm – 8.00pm
13 th March:	KS4 Information Evening	6.30pm – 7.30pm
20 th March:	Year 10 Parent Teacher Consultation	3.45pm – 7.15pm
20 th March:	Spring Music Concert	7.00pm – 8.30pm
26 th March:	Year 8 Parent Teacher Consultation	4.00pm – 8.00pm

Finally, may I wish you and your family a very happy and peaceful Christmas and thank you for your continued support of Sandringham School. I look forward to seeing everyone again on the first day of the Spring term, Friday 5th January 2024.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Alan Gray', with a stylized flourish underneath.

Alan Gray
Headteacher

Enc. Attendance guidelines