



**Sandringham School**

**Sixth Form Handbook**

**2024 Entry**

*Further information is available on the Sandringham School Website.*

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## 1. Welcome to the Sixth Form


We are looking forward to working with you to ensure success at the next stage of your academic career. Post-16 qualifications offer a very different challenge to those posed by GCSEs. You will move from a broad programme of study in Year 11 to a more specialised one, allowing you to study fewer subjects in greater detail. With this comes higher expectations of you from subject teachers. They will be requiring more from you in lessons and expecting a high level of commitment to your studies.

The next two years will be both demanding but also exciting as you undertake new studies, take advantage of a wealth of opportunities on offer and make decisions about your future once you leave school. As well as enabling you to gain vital academic qualifications which will give you a wide choice of courses and careers, your time in the Sixth Form at Sandringham will give you the opportunity to gain valuable transferable skills.

The Sixth Form is not simply about academic opportunities. Many of our students play a unique and valuable role in contributing to the wider life of the school. There are plenty of ways in which you can become involved, through Sport, Drama, Music, mentoring lower school students, representing your House or becoming House Captain, or Senior Prefect. Indeed, if there are opportunities for involvement that the school doesn't currently offer, then let the school know and see what can come of enthusiasm, initiative, and a good idea!

### Meet the Sixth Form Team

# SIXTH FORM TEAM



**Mr Leat**  
Head of Sixth Form



**Miss Clark**  
Performance Director  
Year 12



**Miss Clifford**  
Performance Director  
Year 13



**Mrs Boost**  
Sixth Form Learning and  
Employability Coach



**Miss Cooke**  
Sixth Form  
Learning Mentor



**Mrs Coombs**  
Sixth Form  
Attendance Officer



**Mrs Grubb**  
Sixth Form  
Manager

## 2. The School Day

In joining our Sixth Form, you are taking the exciting step out of secondary education and into post-16 education. Although there are many differences between the Sixth Form and the lower school, the Sixth Form is very much a part of the wider school.

We share the same values and have the same high expectations of your behaviour, conduct, appearance, and attendance. We expect students to make every effort to attend every day, be punctual to registration and lessons, and to meet all deadlines.

Our school day is structured in the same way as the lower school and follows the same timetable. Students register each morning, have regular assemblies, and spend the whole school day on site in lessons or supervised study sessions.

The structure of the school day is as follows:

8.30-8.50	Registration / Assembly
8.50-9.50	Session 1
9.50-9.55	Movement time
9.55-10.55	Session 2
10.55-11.15	<b>BREAK</b>
11.15-12.15	Session 3
12.15-12.20	Movement time
12.20-13.20	Session 4
13.20-14.05	<b>LUNCH</b>
14.05-15.05	Session 5

### Assemblies and Registration

Registration starts each morning at **8.30am and lasts until 8.50am**. Registration is an important part of the day and is compulsory for all students.

Each registration, your tutor will lead you through a specific activity. For example, you will hear and discuss the whole-school Thought for the Week, complete short study-skills activities, or reflect on elements of the Personal Development Curriculum.

You will also have two Morning Assemblies throughout the week: a Whole School Assembly linked to the Thought for the Week and a Year Group Assembly led by the Director of Sixth Form and your Performance Director.

As with lessons, it is important for you to arrive on time for Registration and Assembly.

*Lateness will be recorded and monitored: repeated lateness will result in a Sixth Form detention, while persistent lateness will result in a reduction or removal of your free sessions.*

### **Study Sessions**

All students will have a number of Study Sessions allocated on their timetable to complete Home Learning, consolidation, and revision. As with your subject lessons, these are compulsory sessions which will be overseen by a supervising Learning Mentor or subject teacher.

### **Free Sessions**

Where there are lessons or study sessions allocated, these are 'free' sessions and students can leave site for these sessions to study at home if they wish. Students do not need to sign out of school for these, it is assumed that they are not on site. If they choose to study in school during a free session, they must sign in with the Learning Mentor.

### **Lunchtime**

Students have the option to leave the school site to take their lunch break elsewhere, but must return to school promptly for the start of Session 5.

Food purchased from shops or take-away outlets cannot be brought back onto the school premises.

### **Food and Drink**

Our Sixth Form cafe is open from 8.30am until 2.00pm each day selling a variety of hot and cold drinks and food. The school canteen is also available for you to purchase food or drink at break and lunch. All venues across the school site operate a cashless catering system.

There is no eating allowed in classrooms and/or during lessons. Similarly, only water is permitted during lessons. Food may not be purchased during the break of a double lesson.

### **Transport between Consortium Schools**

Minibuses to Beaumont and Verulam leave from the bottom gate in front of the SandPit Theatre at the **start** of break (10.55am) and lunch (1.20pm) every day. The Beaumont bus leaves from the South Entrance on Oakwood Drive. The Verulam bus leaves from the front gate. There are no minibuses at the start or the end of the day so be prepared to make your own way to/from Consortium schools at these times.

### 3. Standards and expectations

#### Behaviour and conduct

We have very high expectations of our students and expect your behaviour and conduct to be exemplary. As a member of the Sixth Form, you will be role models for the younger students and must endeavour to exemplify our core values of respect and responsibility.

It is very important that the **highest levels of behaviour** are upheld and sanctions will be issued for anyone who does not uphold our high expectations. This includes the possibility of exclusions for any form of harassment, bullying and racist or homophobic language amongst other things.

We would urge you to read the full **Behaviour Policy** before you start in September, which can be found on the school website. The main school **Behaviour Policy** applies to students in the Sixth Form, including the application of 'consequences' and sanctions for behaviour which falls below our expectations.

In recognition that our Sixth Form students are on a journey from compulsory education to independence, we deviate from the main school Behaviour Policy in relation to the management and application of sanctions in some specific ways.

For example:

- **C3s** (Detentions) are managed by the Sixth Form Team and will run from 3.05pm to 4.05pm on a fixed day each week. Students will be expected to complete work in silence for the duration. Failure to attend will result in an additional detention.
- **C4s** (Supervised Study) are managed by the Sixth Form Team and will involve students completing additional hours of 'Supervised Study' in the Sixth Form Centre, in hours where they might normally be free. Failure to abide by these measures will result in more permanent restrictions on freedoms and independence.

A student who does not respond or abide by the above measures, or who repeatedly fails to meet our expectations of behaviour and conduct, will find their freedoms curtailed and their free time more closely supervised.

Repeated incidences of behaviour which fails to meet our expectations, or that which carries a sanction defined in the main school Behaviour Policy, will result in more serious sanctions and involvement from the Director of Sixth Form and Senior Leadership Team.

#### Attendance and Punctuality

You must attend registration at **8.30am** every day with your tutor. You will be marked as late if you arrive between 8.31am and 8.50am.

If you arrive after **registration closes at 8.50am** you must sign in with the **Sixth Form Attendance Officer**. Your absence from registration will be marked as an 'Unauthorised Absence' and you will be asked to explain your lateness.

We know that attendance is crucial to success and so we monitor attendance very carefully. Your attendance and punctuality to morning registration, your lessons, and timetabled study sessions will be recorded and monitored throughout the year:

- should your attendance fall **below 95%** your **Form Tutor** will meet with you to discuss any potential barriers to attendance, and monitor your attendance closely for a defined period of time;
- should your attendance not improve or fall **below 90%**, the **Sixth Form Team** will contact your parents / carers to discuss any potential barriers to attendance, and monitor your attendance closely for a defined period of time;
- should your attendance not improve or fall **below 85%**, your **Performance Director** will contact your parents / carers to discuss your attendance and set formal targets, and will monitor your attendance closely for a defined period;
- should your attendance not improve or fall **below 80%**, the **Director of Sixth Form** will arrange a meeting with your parents / carers to discuss your attendance.

If you are unable to attend school, a parent/carer must call the absence line on **01727 799564** and email [6thformattendance@sandringham.aat.school](mailto:6thformattendance@sandringham.aat.school).

Holidays should not be arranged during term time. Any other requests for leave of absence should be addressed to the Headteacher in writing.

### **Independent Study Expectations**

You will be expected to spend at least **4 hours per subject** each week completing independent study outside of the lessons.

You are expected to complete all study sessions at school. You will register with the Learning Mentor or teacher for each study session. You should get into the habit of planning what work you will complete in these sessions. Learning Mentors are available to help put study plans in place.

**Home Learning** should extend and reinforce your learning. In many cases you will also be expected to read up on a topic before you cover the material in class. Your preparation for lessons is vital to success.

Reading around your subject will not only help you to pass assessments, it will also help you to gain a deeper understanding of the topic and help prepare you for university. Each subject will provide you with a reading list and many of the texts are available in the school library.

### **Teacher Absence**

If your teacher is absent, they will set work for you via **Google Classroom**. You should attend your lessons as normal where you will be registered and supervised by a cover teacher.

### **Paid employment**

It is not permitted to undertake any paid work during school hours.

If you choose to take-up paid employment in the evenings or weekends, we suggest a maximum of **6-8 hours a week paid work**.

Post-16 education courses are designed as full-time courses, with a heavy emphasis on independent study outside of lessons. A typical A Level course will involve five hours of lessons

per week, an additional four hours of home learning, and additional consolidation, revision, and wider reading. For this reason, we recommend that paid employment is kept to a minimum.

### **Activities within the School Day**

In all free sessions which are taken off site, students should not arrange any other activities, such as driving lessons or part-time work. Staff can ask for students to attend school in the free sessions with no notice if there is work to complete or concerns about progress or well being. There may also be a long-term arrangement to bring a student into school for all sessions.

### **Conduct off Site**

If a student is off-site during the school day, they are expected to conduct themselves in line with the same high expectations and behaviour as required by all school policies.

### **Smoking**

Sandringham is a non-smoking site. Smoking or vaping while on (or in close proximity to) the school site is strictly prohibited and will result in a fixed-term exclusion.

### **University Visits**

We advise students to complete university visits at weekends when they commence in the summer term. Permission to attend university interviews, Open Days, or courses on a school day must be requested by completing a blue '**Absence Request**' form which can be obtained from the **Attendance Officer** and must be returned to them once completed.

University Visits will **not be authorised** between the Easter holidays in April and the end of the Threshold Exams in June.

### **Lockers**

A limited number of lockers are available in the Sixth Form Centre. One payment (£5.00) will secure you a locker for the two years but they are available on a priority basis to students with the greatest need. Please see Miss Cooke/Mrs Boost in the Sixth Form for more information.

### **In Case of Emergency**

If the fire alarm sounds please make your way to the Tennis Courts at the back of the Sixth Form Centre and line up with your tutor group in alphabetical order. Follow the fire marshal's instructions. Please see the emergency evacuation route signs in each classroom.

## **4. Learning, Reporting, and Enrichment**

### **Recording and Reporting**

You will be given **target grades** based upon your GCSE performance and will be expected to work towards these grades. Throughout the year, you will complete assessments in each subject which will be used to assess your current attainment and progress towards your targets.

Each term, we publish a Report which will indicate your current attainment, effort, and organisation, which will be shared with your parents. If, at any stage, you are working significantly below target we will work with you and your parents to help you get back on track.



In addition to the above, the Year 12 Parent Teacher Consultation evening is in the first term.

### **Year 12 Threshold Exams**

All A Level subjects will schedule a **Threshold Exam** in the Summer Term (June 2025).

The Threshold Exams are an important milestone in your Sixth Form journey and should be treated seriously. They are not only an important indicator of your progress after one full year of study, but are also a vital part of the process by which we generate **Predicted Grades for UCAS** applications to university.

Furthermore, in order to progress into Year 13, we expect students to have gained a pass (a grade 'E' or above) in the Threshold Exams in each subject.

### **Curriculum Enrichment**

As part of your programme of study, you will have a one-hour lesson per week on **Personal Development**. This will cover important topics such as Health and Wellbeing, Community and Citizenship, and Futures and Careers. This is a compulsory part of the curriculum that all Sixth Form students undertake.

We also offer the opportunity to complete an EPQ or take part in Young Enterprise:

- The **Extended Project Qualification (EPQ)** is a stand-alone qualification. It provides you with an opportunity to pursue an interest outside your A-level courses, showing your ability to work independently.
- The **Young Enterprise Company Programme** gives you the opportunity to prepare for working life through the experience of running your own company, supported by volunteer advisers from business.

Additionally, one hour per week is allocated for further enrichment and you will have a choice to undertake Sixth Form Games, volunteering in the local community, or subject specific support for lessons lower down the school.

Finally, we encourage students to participate in specific community involvement such as a weekly work experience placement, helping in lower school lessons or with clubs. All volunteering opportunities will be advertised in September.

### **Subject Enrichment**

Many opportunities exist for students to extend their learning in chosen subject areas beyond the classroom. These include:

- attending lectures and visits recommended by subject staff;
- attending trips organised by subject staff;
- participating in essay writing competitions run by universities;
- attending Oxbridge and competitive university sessions/activities;
- joining one of our Sixth Form 'Subject Societies'.

These activities are highly recommended for all students looking to apply to university and apprenticeships as well as any student wishing to enter employment or work based training after A Levels. We will issue guides to subject and extra-curricular enrichment in your first term and would strongly encourage you to look into pursuing these extra activities.

## 5. Technology and Communication

### Google Suite

Sandringham is a 'Google School' and makes extensive use of Google Suite. Students will be given a Sandringham email account and added to a Year 12 'Google Classroom' through which all messages and announcements will be communicated.

All lesson resources and home learning tasks will be posted by subject teachers to 'Google Classrooms' linked to each teaching group. In addition, students will have full access to a range of Google tools including Google Docs and Google Sheets.

### Devices

For the reasons above, all students are expected to have a **laptop** which they should bring to school. The 16-19 Bursary is available for students for support with the cost of these where they are eligible.

### Mobile phones

Mobile phones are allowed to be used in the Sixth Form block, but should not be used at all, or seen, around the rest of the site. Staff will issue sanctions if phones are seen or used around the site: students should expect to be issued with a Sixth Form detention for repeat incidents and have their phone confiscated for the day.

While we allow students access to their phones while in the Sixth Form Centre (or during study sessions) we expect students to limit their use and do so responsibly.

If students are using their phones irresponsibly during a timetabled Study Session (e.g. watching videos, accessing social media, or playing games) they should expect to be issued with a Sixth Form detention.

**Headphones** are permitted during study sessions in the Sixth Form Centre, but should not be used at all around the rest of the site.

The school is not liable for the misplacement or damage to your possessions.

As with phones, staff will issue sanctions if headphones of any type are seen or used around the site: students should expect to be issued with a Sixth Form detention for repeat incidents and have their headphones confiscated for the day.

### Communication

We will advise parents via Bromcom of key events and dates, and the weekly issue of the Sandprint will also list the school's latest news and dates.

In addition, we aim to publish regular Sixth Form bulletins for students and parents and would encourage you to follow us on Twitter for regular updates @SandSixth and @SandCareers.

## 6. Safeguarding

### Reporting concerns

The most important aspect of school life is that every student feels safe. Students must report any concerns that they have about themselves, or others, to a trusted adult. There are several **'Designated Senior People'** in the school who are specifically trained to deal with concerns. Their names and locations are printed on posters around the school.

In the Sixth Form, the **'Designated Senior People'** responsible for safeguarding are Mr Leat, Mrs Clark, and Mrs Boost. Should you have any concerns or worries, you should always speak to a member of staff.

### Student ID Badges

All Sixth Form students have a school **ID badge and lanyard** that allows them access to and from the site. The ID badge and lanyard are a crucial element of our safeguarding policy and must be worn at all times.

Students from our consortium schools (Beaumont and Verulam) have similar ID badges to identify them on site.

## 7. Sixth Form Bursary

### 16-19 Bursary

If you have been receiving Free School Meals or if you have an identifiable financial need, you may well be entitled to the 16-19 bursary. Your parents/carers will need to send us proof of their income at the time of your application.

Eligible students will receive resources necessary for their courses, including the long-term loan of a laptop and items such as textbooks and practical equipment. Students in receipt of the bursary will receive funding for any compulsory trips, and a contribution towards their travel costs where applicable.

More information about the eligibility criteria and process for applying will be made available at the time of induction and in September. Please see Mr Leat or a member of the Sixth Form Team for more information.

## Appendix 1:

### Sandringham School Sixth Form Dress Code: 2024-25

All Sixth Form students at Sandringham are expected to set an example to the rest of the school through the way they present themselves. As a school, we expect our students to maintain a high standard of behaviour and conduct and present themselves in a manner suitable for a professional environment.

The intention of the Sixth Form Dress Code is to maintain the smart appearance of the lower school uniform, while allowing a degree of flexibility in acknowledgement that our Sixth Formers are progressing towards higher education or the world of employment.

Ultimately, a Sandringham Sixth Form student should be able to leave the school site and immediately attend a formal interview without having to change their appearance.

We expect our students to wear either a formal suit or blazer with a collared shirt and tie, or a trouser / skirt suit with a formal top, blouse, or fitted shirt.

#### **All students must wear smart business attire, which includes:**

- A tailored suit jacket or smart blazer;
- Collared shirt and tie;
- Formal top or shirt (no slogans, crop-tops);
- Tailored suit trousers;
- Tailored skirt;
- Smart dresses;
- Tailored jumpers (no sweatshirts, hoodies, or over-sized / relaxed-fit jumpers);
- Smart black or brown shoes or boots (no knee-high boots or trainers);
- A hijab, should you wish.

#### **Please note:**

- A jacket or blazer must be worn when walking around the school site, as well as for assemblies and other formal occasions.
- Make-up and jewellery should be kept to a minimum.
- Facial piercings (including nose / tongue studs) are not permitted.
- Hair must be a natural colour and may not be extreme in style, and beards should be neat and trimmed.
- For Art, Games, PE, Dance and Drama lessons, students must bring in appropriate clothing to change into.

Any student who breaches the Sixth Form Dress Code can expect to be issued with either a warning in the first instance, a Sixth Form Detention for repeated breaches, or to be sent home to change. All decisions regarding the Dress Code rest with the Director of Sixth Form.

**All students must also recognise and respect the Dress Codes of our Consortium partner schools, when attending their establishments.**

## Appendix 2:

### Sandringham School Sixth Form Home-School Agreement

	As a student I will...	As a school we will...	As a parent /carer I will...
<b>Learning and progress</b>	<p>Work hard, giving my best effort in all lessons</p> <p>Complete all work (including home learning) to the best of my ability</p> <p>Make productive use of all timetabled study sessions</p> <p>React to the feedback and targets given to me by my teachers</p> <p>Attend Parent Teacher Consultations and Pastoral Review Day</p>	<p>Deliver a broad and balanced curriculum</p> <p>Provide appropriate guidance for all students about the options available</p> <p>Set ambitious targets for students</p> <p>Provide opportunities for each child to achieve full academic potential by regularly setting and marking of appropriate task</p> <p>Track the progress of students and put strategies in place to help those in danger of underachieving</p>	<p>Support my child's learning</p> <p>Attend consultation and discussion meetings at school regarding my child's work and progress</p>
<b>Home learning</b>	<p>Complete all home learning tasks to a high standard</p> <p>Meet all deadlines for submitting work (especially those relating to NEA)</p>	<p>Ensure purposeful and appropriately challenging home learning is set regularly</p> <p>Assess home learning according to the school's assessment policy</p>	<p>Provide a suitable environment at home for the completion of work</p> <p>Give encouragement and appropriate support</p>
<b>Attendance and punctuality</b>	<p>Arrive at school for registration or assembly on time each morning</p> <p>Arrive to all lessons on time</p> <p>Attend all timetabled study sessions, ensuring you have signed-in each time</p> <p>Aim for 100% attendance</p>	<p>Monitor and encourage good attendance and punctuality</p> <p>Follow up on issues with attendance and punctuality with parents and student</p> <p>Provide support and intervention where issues with attendance / punctuality arise</p>	<p>Ensure their child attends school regularly and punctually</p> <p>Notify the school when this is not possible</p> <p>Request leave of absence in only the most exceptional of circumstances</p>
<b>Behaviour and conduct</b>	<p>Respect all members of the school community - including staff and students</p> <p>Engage positively with all staff and students</p> <p>Respect the school facilities, property, and surroundings</p> <p>Take responsibility for my own learning and behaviour</p> <p>Be a good role model to those in the lower school</p>	<p>Uphold and promote the values of integrity, compassion, and tolerance</p> <p>Provide a safe and positive learning environment</p> <p>Create an environment conducive to hard work and focus</p> <p>Encourage and support students to organise their time efficiently</p> <p>Define clear expectations with regard to behaviour</p> <p>Hold students to account for their conduct and sanction poor behaviour in-line with the school behaviour policy</p> <p>Provide guidance and support through the pastoral care system</p>	<p>Ensure my child respects others and acts as a role model to others</p> <p>Encourage my child to uphold the values of integrity, compassion and tolerance</p> <p>Encourage my child to behave responsibly and in-line with the school rules</p> <p>Respect and support the school's decisions in relation to the issuing of sanctions (e.g. detentions)</p>

<b>Uniform and equipment</b>	<p>Wear the correct uniform as set out in the Sixth Form Dress Code</p> <p>Arrive at lessons with folders and correct equipment</p>	<p>Make our dress code and equipment requirements clear</p> <p>Hold students to account and enforce our dress code and equipment expectations</p>	<p>Ensure that my child leaves home each day appropriately dressed, and equipped for the school day</p>
<b>Communication</b>	<p>Take responsibility for reading the notice boards in the Sixth Form Centre regularly</p> <p>Talk to parents/carers about school life</p> <p>Talk to my tutor, teacher, or member of the Sixth Form Team if I encounter problems</p>	<p>Provide clear information to parents in the form of regular email communication and information evenings</p> <p>Contact parents/carers at the earliest appropriate moment should concerns or problems arise</p> <p>Respond to parental concerns promptly in-line with the school's communications policy</p>	<p>Attend PTCs and other information evenings / meetings</p> <p>Read and respond to any communications regarding their child</p> <p>Draw matters of concern to the attention of the school at the earliest possible moment</p> <p>Respect the school's communication policy</p>