



The Ridgeway, St. Albans, Hertfordshire. AL4 9NX
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Headteacher: **Alan Gray, M.Sc., F.R.S.A.**
Deputy Headteacher: **Caroline Creaby, BA, M.Ed, Ed.D**
Senior Deputy Headteacher: **Mark Nicholls, BA (Hons)**
Acting Deputy Headteacher: **Mark Allday, BSc (Hons)**
Acting Deputy Headteacher: **Kate Mouncey, BSc (Hons) MA**

Letter No: 254/2024

18th July 2024

Dear Families,

IMPORTANT INFORMATION FOR ALL PARENTS WITH STUDENTS IN YEARS 12-13 IN PREPARATION FOR SEPTEMBER 2024

I hope you all have a great summer holiday. I would be grateful if you could take time to go through the information in this letter in preparation for your child starting back at Sandringham in September.

Return to School in September

Year 7 students start school on **Tuesday, 3rd September 2024 at 8.20am.**

Years 8-11 and Year 13 students return to school on **Tuesday, 3rd September 2024 at 1.50pm** ready for session 5 where they will receive their timetables. The first full day of lessons for Years 8-11 will be **Wednesday, 4th September 2024.**

Years 8-11 students will need to make their own transport arrangements to school on Tuesday, 3rd September and coaches/buses will pick up at the normal time at the end of the school day.

Year 12 enrolment takes place on Tuesday, 3th September 2024 at 8.20am and should finish by 11.30am. The first full day of BSV Sixth Form Consortium lessons commence on **Wednesday 4th, September 2024.**

Please note the details of the structure of the school day for information below:-

8.30am	Registration and Tutorial
8.50am	Session 1
9.50am	Movement time
9.55am	Session 2
10.55am	Morning Break
11.15am	Session 3
12.15pm	Movement time
12.20pm	Session 4
1.20pm	Lunch
2.05pm	Session 5 (including PM registration)
3.05pm	End of School Day/Extra-curricular

Punctuality and Attendance

All students are expected to be on site by **8.20am** at the very latest. School gates lock at 8.30am and if students arrive after 8.30am they are marked late and will receive a consequence. Excellent attendance is something we work very hard on and contributes to raising standards of achievement. **Permission for leave of absence for holidays during term time will not be granted** and we trust all families will respect this and not take their child out of school for this reason. A full list of term time dates for 2024-2025 and 2025-2026 is shown below for your use in organising family holidays outside these dates.

Uniform and Appearance

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. 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. Please review the full Sixth Form Dress Code for the full list of permitted items.

Equipment

Students are expected to have certain equipment with them every day. The summer holiday is an ideal time to replace those broken rulers, protractors, rubbers, pens or pencils. Students should have ring binder files for subjects where requested.

Essential Equipment List:

Laptop or Chromebook, 2 x blue/black pens (preferably fountain pens), folders, sharpened pencil, eraser, ruler, suitable pencil case, planner and a water bottle.

Calendar Dates

Academic Year 2024/2025

Autumn Term 2024

Tuesday, 3rd September to Friday, 20th December

Monday, 2nd September – **All Staff Training Day – School Closed to Students**

Tuesday, 3rd September – Years 7 & 12 in school from 8.20am

Year 8-11 & 13 in school from 1.50pm

BSV Consortium lessons start Wednesday, 4th September 2024

Occasional Day: Friday, 29th November

Autumn Half Term: Monday, 28th October to Friday, 1st November

Christmas Break: Monday 23rd December to Friday 3rd January

Spring Term 2025

Monday, 6th January to Friday, 4th April

Staff Training Day - Monday, 6th January - **School Closed to Students**

Tuesday, 7th January - all students in for Spring term

Staff Conference: Thursday, 13th February & Friday, 14th February - **School Closed to Students**

Spring Half Term: Monday, 17th February to Friday, 21st February

Easter Break: Monday, 7th April to Monday 21st April

Summer Term 2025

Tuesday, 22nd April to Wednesday, 23rd July

Last school day: Friday 18th July

Staff Training Day Monday, 21st, Tuesday, 22nd & Wednesday 23rd July – **School Closed to Students**

Summer Half Term: Monday, 26th May to Friday, 30th May

Academic Year 2025/2026

Autumn Term 2025

Wednesday, 3rd September to Friday, 19th December

Autumn Half Term: Monday, 27th October to Friday, 31st October

Christmas Break: Monday, 22nd December to Friday, 2nd January

Spring Term 2025

Monday, 5th January to Friday, 27th March

Spring Half Term: Monday, 16th February to Friday, 20th February

Easter Break: Monday, 30th March to Friday, 10th April

Summer Term 2025

Monday, 13th April to Thursday 23rd July

Summer Half Term: Monday, 25th May to Friday, 29th May



The dates for 2025/2026 **do not** include our Occasional or Staff Training Days, these will be updated and made available to you on the school's website and in the Sandprint during the Spring term 2025.

Leave of Absence Requests

There is a formal process for requesting leave of absence. Request forms must be completed and can be obtained from Student Services. **Holiday requests will not be granted.**

Bring Your Own Device

The BYOD policy has been updated for the Sixth Form. Experience suggest that students benefit from the use of their own laptop. Laptops are compulsory for most subjects. Please refer to the document Blended Learning in the Sixth Form and eLearning Rules & Responsibilities.

We do not expect Year 12 students to have a laptop during the first few weeks as we will be organising bursary payments to support students as necessary where they are eligible. More information will be provided on enrolment day.

Students should leave phones or other devices in lockers while they are taking lessons in PE, dance or other activities which involve getting changed. Mobile phones may be used during break and lunchtime in the Sixth Form block. They must not be used, or seen, around campus.

Home Learning and Coursework Schedules

We operate a strict 'Keep to Deadlines' policy – all home learning and coursework must be submitted by the deadline set. Teachers set home learning using assignments on Google Classroom. Details noted on Google Classroom include what the task is, how students are expected to submit their work and the duration the task is likely to take. Students have access to a Google Classroom for each of their subjects. There is also a calendar feature and "to do list" within Google Classroom to help students to manage the home learning tasks they have been set. Parents have access to Google Guardian email summaries where details of home learning tasks and deadlines are available as either a daily or weekly digest. If you require a new Google Guardian Summaries email invite please email data@sandringham.aat.school

Lockers

Some lockers are available for Sixth Form students. The keys for school lockers are obtained from Viv Boost in the Sixth Form admin office at a cost of £5 each per year. This money is non-refundable.

Staffing

This summer we have a number of staff who are at that point in their careers where they have been fortunate to gain promotion to posts in other schools or wish to work closer to home. I am delighted that Sandringham has been able to provide the opportunity for these staff to develop and gain promotion elsewhere. I would like to extend my thanks to Mark Allday, Acting Deputy Headteacher for all his hard work at Sandringham developing initiatives such as Bring Your Own Device and wish him well in his new role as Deputy Headteacher at Roundwood Park School. I would also like to thank Jo Cavanagh, Assistant Headteacher for her work over the years and wish her good luck in her new role as Director of ITT.

We say a very fond farewell to them all and wish them every success in the future: -

Mark Allday	Acting Deputy Headteacher	Laura Flynn-Coley	Teacher of Computer Science
Jo Cavanagh	Assistant Headteacher	Sian Cooke	Sixth Form Learning Mentor
James Murphy	ITT Director – Alban TSH	Hannah Fryer	PD – Teacher of Maths
Christian Turton	Dept Dir – Alban TSH/Music Technology	Rachel Harding	DoL: Business & Econ
Stephanie Brittain	Learning Supervisor	Sara Ismail	Teacher of Science
Meri Holland	Teaching Assistant	Neeraj Jumbu	Teacher of Science
Trudi Barrow	Teacher of DT	Sonja Stocks	Teacher of Science
Sara Button	Teacher of Art	Jonathan Yau	Teacher of Science
Alice Constable	DoL: History & Politics	Sally Griffiths-Plunkett	Sixth Form Enrichment Tutor

Congratulations to Mark Nicholls who has been appointed as Head of School effective from September 2024, and Neil Miller and Katie Wills who have been appointed as Acting Assistant Headteachers.



The success of the school means we have been able to appoint outstanding replacements for staff who are leaving and are fully staffed for September. A very warm welcome to the following staff who have just joined or will join us at the start of term:

Elliott Grant	Music Technician & Teacher of Music for Sixth Form	Rhiannon Munro	Intervention Teacher
Emily Kennedy	Attendance Officer	Ellie Piper	Teacher of History
Josh Beach	Teacher of Computer Science	Emliea Read-letts	Teacher of Science
Georgia Lennox	Teacher of PE	Sophie Rose	Performance Director / Teacher of Drama
Dan Masters	Teacher of Maths	Solene Roy	Teacher of Science
Charlotte Messenger	Teacher of PE	Sheen Shaji	Teacher of Science
Huda Nuamah	Teacher of Science	Bethany Nelson	Learning Supervisor
Emilie Vin d'Arc	Teacher of Personal Development & Psychology	Renee Pocock	Sixth Form Learning Mentor
Brad Watt	Teacher of Science	Jordan Wooldridge	Teaching Assistant (VI Support)
Katy Whorrod	Teacher of English	Jing Luo	Teaching Assistant
Absane-ossob Aden	Teacher of MFL	Ildeniz Watt	Teaching Assistant (VI Support)
Claudia Barrall	Teacher of Art	Claudine Soma	Learning Supervisor
Zoe Davey	Teacher of English	Qawi Kamri	Teacher of Music Technology
Ruth Davies	ADoL: History		

Parking Reminder

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. When parking along The Ridgeway, please respect people's property and do not park across driveways. Do not park or drop off students on the white and yellow zigzag lines outside the school gates or in the bus lanes. Please encourage your child 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 child, where possible, to walk or cycle to school. We have excellent facilities for cycles. If your child would like to cycle they should have passed their cycling proficiency test and should obtain a permit from Student Services.

Finally, I would like to congratulate all our students on working so hard and making this a very successful year. I would also like to thank staff for their efforts this year and the help they have given students to achieve so highly. Have a very enjoyable summer holiday and I look forward to seeing everyone in September.

Yours sincerely,



Alan Gray
Headteacher

Enc. Sixth Form Dress Code
Blended Learning in the Sixth Form
E-learning Rules and Responsibilities

