

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: 255/2024

18<sup>th</sup> July 2024

Dear Families,

**IMPORTANT INFORMATION FOR ALL PARENTS  
 WITH STUDENTS IN YEARS 7-11 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, 3<sup>rd</sup> September 2024 at 8.20am.**

**Years 8-11 and Year 13** students return to school on **Tuesday, 3<sup>rd</sup> 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, 4<sup>th</sup> September 2024.**

*Years 8-11 students will need to make their own transport arrangements to school on Tuesday, 3<sup>rd</sup> 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, 3<sup>th</sup> September 2024 at 8.20am and should finish by 11.30am. The first full day of BSV Sixth Form Consortium lessons commence on **Wednesday 4<sup>th</sup>, 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

Our students are incredibly smart and we are very proud of their appearance. Students must be in full standard uniform at the start of September, although girls have the option of wearing white ankle socks instead of black opaque tights if they prefer, until half term in the Autumn. Students are expected to wear their uniform correctly **to and from school** as well as in school. A full uniform list is attached to this letter and I would be grateful if you could spend time checking this through to ensure your child arrives properly dressed and groomed. Please check regulations regarding earrings and hair colour. All earrings, except a small gold or silver stud in the lobe of each ear (if desired), must be removed before returning to school.

Students will be sent home if they arrive at school in breach of the regulations. Students are expected to wear the uniform correctly which includes top buttons being done up, ties correct, shirts tucked in and, for girls, skirts of the correct length. Could you please ensure your child respects the uniform by wearing it appropriately at all times.

## Equipment and Book Covers

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. As part of our drive to raise standards of handwriting, **we encourage students to use a fountain pen for writing.**

## Essential Equipment List:

BYOD (Bring Your Own Device) – a suitable tablet device that can connect to the internet (Chromebooks for Year 7 and 8 students) – Year 7 will be distributed in the first week of term

2 x blue/black pens (preferably fountain pens)

Sharpened pencil

Eraser

Ruler

Suitable pencil case

Planner

Calculator

Glue stick

Plastic covers (embossed with school emblem)

**Students must obtain plastic book covers with the school emblem embossed on them for their exercise books.** These are available for purchase from the school shop at a cost of 55p and 75p respectively and should be used on all exercise books. A separate letter will be sent on the process of ordering book covers from Student Services.

## Devices

All students in Years 7-11 are required to bring a suitable mobile device for learning to school each day, charged and ready to use. They should have a wireless or detachable keyboard for their tablet device. Years 7 and 8 will be using Chromebooks as previously communicated. Use of devices in lessons is at the discretion of the classroom teacher and students must follow our Acceptable Use Policy. Students are responsible for the security of their own devices, and devices can be stored in the student's own locker or in the lockers in the PE changing rooms when they are not being used. More details can be found on the main school website under the learning section.

**We advise that students do not bring a mobile phone to school.** If they do, students **are not allowed** to use mobile phones for personal use during the school day. They must be switched off and kept in their lockers or out of sight when in school. We have an excellent communication system at school and parents/carers who need to contact students during the day must only do so via Student Services, not by phoning or texting them directly. **Students do not require a smartphone for school.**

## Calendar Dates

### Academic Year 2024/2025

#### Autumn Term 2024

*Tuesday, 3<sup>rd</sup> September to Friday, 20<sup>th</sup> December*

Monday, 2<sup>nd</sup> September – **All Staff Training Day – School Closed to Students**

Tuesday, 3<sup>rd</sup> September – Years 7 & 12 in school from 8.20am

Year 8-11 & 13 in school from 1.50pm

BSV Consortium lessons start Wednesday, 4<sup>th</sup> September 2024



**Occasional Day:** Friday, 29<sup>th</sup> November  
**Autumn Half Term:** Monday, 28<sup>th</sup> October to Friday, 1<sup>st</sup> November  
**Christmas Break:** Monday 23<sup>rd</sup> December to Friday 3<sup>rd</sup> January

### **Spring Term 2025**

*Monday, 6<sup>th</sup> January to Friday, 4<sup>th</sup> April*

**Staff Training Day** - Monday, 6<sup>th</sup> January - **School Closed to Students**

Tuesday, 7<sup>th</sup> January - all students in for Spring term

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

**Spring Half Term:** Monday, 17<sup>th</sup> February to Friday, 21<sup>st</sup> February

**Easter Break:** Monday, 7<sup>th</sup> April to Monday 21<sup>st</sup> April

### **Summer Term 2025**

*Tuesday, 22<sup>nd</sup> April to Wednesday, 23<sup>rd</sup> July*

**Last school day: Friday 18<sup>th</sup> July**

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

**Summer Half Term:** Monday, 26<sup>th</sup> May to Friday, 30<sup>th</sup> May

### **Academic Year 2025/2026**

#### **Autumn Term 2025**

*Wednesday, 3<sup>rd</sup> September to Friday, 19<sup>th</sup> December*

**Autumn Half Term:** Monday, 27<sup>th</sup> October to Friday, 31<sup>st</sup> October

**Christmas Break:** Monday, 22<sup>nd</sup> December to Friday, 2<sup>nd</sup> January

#### **Spring Term 2025**

*Monday, 5<sup>th</sup> January to Friday, 27<sup>th</sup> March*

**Spring Half Term:** Monday, 16<sup>th</sup> February to Friday, 20<sup>th</sup> February

**Easter Break:** Monday, 30<sup>th</sup> March to Friday, 10<sup>th</sup> April

#### **Summer Term 2025**

*Monday, 13<sup>th</sup> April to Thursday 23<sup>rd</sup> July*

**Summer Half Term:** Monday, 25<sup>th</sup> May to Friday, 29<sup>th</sup> 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.**

### **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](mailto:data@sandringham.aat.school)

### **Lockers**

**All students are expected to have a locker** and use it to help organise and manage their school day. The locker key cost is £5 rental for the next academic year which is non-refundable and locker keys are obtained from Student Services. A separate letter will be sent on the process of obtaining locker keys from Student Services.

### **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. School Uniform List  
Attendance Guidelines

