



The Ridgeway, St. Albans, Hertfordshire. AL4 9NX
Telephone: 01727 799560
Email: admin@sandringham.aat.school
Website: www.sandringham.herts.sch.uk

Executive Headteacher: **Alan Gray, M.Sc., F.R.S.A.**
Head of School: **Mark Nicholls, BA (Hons)**
Deputy Headteacher: **Caroline Creaby, BA, M.Ed, Ed.D**
Acting Deputy Headteacher: **Kate Mouncey, BSc (Hons) MA**

Letter No: 002/2024

3rd September 2024

Dear Families,

Year 12 Introduction and Expectations

I am writing to welcome you to Sandringham Sixth Form, introduce myself as the Performance Director for Year 12 and remind you of some important information.

In my role as Performance Director, I am responsible not only for overseeing the academic progress of our students but also their broader development and involvement in all that Sandringham Sixth Form has to offer. We want all our students to experience success in their qualifications, participate in new and exciting enrichment opportunities and develop the skills they will need for further study or employment. Our aim is that all our students enjoy their time with us in the Sixth Form, leaving both with happy memories and the skills and qualifications they need to pursue their next steps - whatever that may be.

We understand that the step from Year 11 into the Sixth Form is a time of excitement and uncertainty for many of our students and the Sixth Form Team is here to help make the transition as smooth as possible. The Sixth Form Team are really looking forward to working with our new students as they embark on their post-sixteen journey.

I would like to take this opportunity at the start of the year to outline some of our key expectations of all students in Year 12:

Dress code: please review the [Sixth Form Dress Code](#) carefully. If you have any questions, please contact me directly.

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.

Assemblies: all students 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 their Performance Director.

Study sessions: all students will have a number of study sessions allocated on their timetable to complete home learning, consolidation and revision. As with their subject lessons, these are compulsory sessions.

Personal Development: all students will have one hour of Personal Development (PSHE) on their timetable: this is a compulsory subject which will focus on key aspects of personal, social and emotional development.

Lunch: 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.



Our Sixth Form cafe is open from 8.30am until 1.45pm each day selling a variety of hot and cold drinks and food. The school canteen is also available to purchase food or drink at break and lunch. All venues across the school site operate a cashless catering system.

Mobile phones: mobile phones (and headphones) 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.

Identification: all Sixth Form students will be issued an **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.

Attendance and absence: We expect full attendance for all lessons and study sessions. If your child is unable to attend due to illness, a parent / carer must ring the school on **01727 799564** or email 6thformattendance@sandringham.aat.school

Bursary: Students are able to apply for a Post-16 Bursary, which is used to help fund the cost of equipment, textbooks and resources required for specific courses. If you think you may be eligible, please complete a [Bursary Application Form](#) (found on the Sixth Form section of the school website) and return it to the Sixth Form by Friday 20th September.

Parent Consultation Evening: the Year 12 PTC will be held in November - this will provide a chance for parents / carers to meet with subject teachers and discuss academic progress.

Finally, there is a **Parent Information Evening** at school on **Tuesday 10th September at 5.30pm** which we will use to run through some key information about the Sixth Form.

All information about the Sixth Form, including the [Sixth Form Handbook](#) and [Dress Code](#), is available on the Sixth Form section of the Sandringham School website. Please do not hesitate to contact either your child's form tutor, or myself, if you have any queries or concerns.

Yours sincerely,

Katrina Clark
Performance Director: Year 12

