

Year 12 Information Evening

Thom Leat: Director of Sixth Form

Katrina Clark: Year 12 Performance Director



Sandringham School

'Everybody can be Somebody'



Whole school information



Sandringham School

'Everybody can be Somebody'



Belonging at Sandringham

Below is an extract from our Whole School Development Plan (2024-25):

*The school recognises that every student should thoroughly enjoy their time at Sandringham. We are committed to ensuring that our provision allows **all** students to succeed academically and to thrive as individuals.*



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Safeguarding

All staff at school are responsible for safeguarding - receive regular training - and will report anything of concern.

Our team of **Designated Safeguarding Leads (DSLs)** are very experienced and trained to respond to any concern.

Stuart Kemp is our Designated Safeguarding Lead. You can ask to speak to him if you have a concern, or to any one of our Deputy DSLs.

Thom Leat and **Katrina Clark** are the Deputy DSLs within the Sixth Form.



Recording absence

Attendance in the Sixth Form is monitored by our dedicated Attendance Officer (Mrs Coombs).

If you need to inform the school of an absence, please either:

- call the Absence Line: **01727 799 564** (select 'Sixth Form' - '1');
- email: 6thformattendance@sandringham.aetrust.uk



Welcome to Sandringham Sixth Form



Sixth Form Team



Mrs Coy
Intervention Lead



Miss Clifford
Yr13 Performance Director



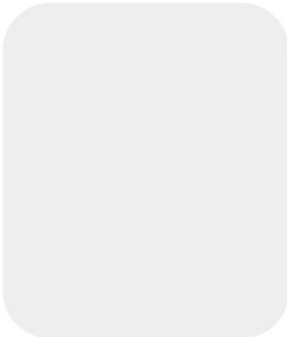
Mr Leat
Director of Sixth Form



Mrs Clark
Yr12 Performance Director



Mr O'Connor
Enrichment



Mrs Pocock
Learning Mentor



Mrs Coombs
Sixth Form Attendance



Mrs Grubb
Sixth Form Manager



Mrs Boost
Learning Mentor



Mrs Jenkins
Learning Mentor

Sixth Form Team

Mr Leat: Director of Sixth Form, Assistant Headteacher
(DDSL)

Mrs Clark: Performance Director: Year 12
(DDSL)

Mr O'Connor: Year 12 Lead Tutor / Enrichment

Mrs Coy: Intervention Lead / Bursary

Miss Clifford: Performance Director: Year 13



Sixth Form Team

Mrs Grubb: Sixth Form Manager

Mrs Boost: Learning Mentor and Employability Coach
(DDSL)

Ms Pocock: Learning Mentor

Mrs Coombs: Attendance Officer



About Sandringham Sixth Form

Sandringham Sixth Form is a large and successful Sixth Form that offers a wide range of post-16 qualifications.

Over many years, we have developed a reputation for **high-quality teaching**, a focus on academic rigour, and exceptional outcomes.

However, we also place great emphasis on the **broader development** of our students.

We believe that a strong focus on **personal and social development**, as well as the mastery of employability and **life skills**, is critical.



About Sandringham Sixth Form

Unlike a Sixth Form College, the Sixth Form at Sandringham is **not a separate institution** but is an integral part of the wider school.

We expect our Sixth Formers to:

- hold themselves to a high standard of behaviour and conduct;
- act as role models and a source of inspiration for our younger students;
- play an active role in supporting the work of the school.



About Sandringham Sixth Form

All our students are expected to embody and reinforce our core values and should:

- demonstrate **respect** for our environment, our rules, our staff, and our students;
- and take **responsibility** for their own conduct, behaviour, and learning;
- and develop strong, and productive **relationships** built on kindness and humility.



'Everybody can be **S**omebody'

The school day

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Overview of the Year

Wed. 25th Sept.	Extended Learning Day (ELD1) - Team Building / study skills
Thurs. 14th Nov.	Autumn Reports (Attainment / Effort / Deadlines)
Thurs. 21st Nov.	Year 12 Parent Teacher Consultation (PTC)
Weds 27th / Thurs. 28th Nov.	Pastoral Review Day (PRD)
Tues. 21st Jan.	Spring Reports (Attainment / Effort / Deadlines)
Thurs. 23rd Jan.	Extended Learning Day (ELD2) - Enrichment
Mon. 10th - Fri. 14th Feb.	Work Experience
Mon. 9th - Fri. 20th June	Year 12 Threshold Exams

The school day: registration and assembly

Sandringham is a Sixth Form within a school - all Sixth Form students follow the same daily schedule as our lower school students.

Every day begins with either a morning **registration or assembly**: students should arrive at 8.25am for a **prompt 8.30am start**.

In registration, students will complete a **full programme** of study skills and critical thinking lessons, led by the Form Tutor.

Alongside this, you will hear and participate in the **Thought for the Week**, which will link to the important themes explored in assembly.



The school day: registration and assembly

Every day begins with either a morning **registration or assembly**, which starts promptly at 8.30am. Registers officially close at 8.50am.

	Year 12	Year 13
Monday	Year Assembly (Main Hall)	Weekly Bulletin + TFTW
Tuesday	Whole School Assembly (Main Hall)	
Wednesday	Tutor-led programme	
Thursday	Weekly Bulletin + TFTW	1-2-1 discussions
Friday	House Quiz	House Quiz

The school day: overview

8.30-8.50am	Tutor Time
8.50-9.50am	Session 1
9.50-9.55am	Movement Time
9.55-10.55am	Session 2
10.55-11.10am	Break
11.10-11.15am	Movement Time
11.15-12.15pm	Session 3
12.15-12.20pm	Movement Time
12.20-1.20pm	Session 4
1.20-2.00pm	Lunch
2.00-2.05pm	Movement Time
2.05-3.05pm	Session 5

The school day: timetable

All students will follow a **full timetable** which consists of:

- a morning registration or assembly;
- a minimum of three subjects / qualifications (A Levels, BTECs, CTECs);
- one hour of Games **or** volunteering every week;
- one hour of Personal Development (PSHE) every week;
- an optional additional subject (e.g. Core Maths / EPQ / Young Enterprise).



The school day: sample timetable (1)

	Monday	Tuesday	Wednesday	Thursday	Friday
Registration	Year Assembly	Main Assembly	Study Skills	Tutor Time	House Quiz
Session 1	Biology	Ind. Study	Chemistry	Games	Ind. Study
Session 2	Biology	PE	Chemistry	Ind. Study	Ind. Study
Break					
Session 3	Personal Dev.	Chemistry	Biology	PE	PE
Session 4	Ind. Study	Chemistry	Biology	PE	PE
Lunch					
Session 5	Chemistry	Ind. Study	EPQ	Biology	Home

The school day: sample timetable (2)

	Monday	Tuesday	Wednesday	Thursday	Friday
Registration	Year Assembly	Main Assembly	Study Skills	Tutor time	House Quiz
Session 1	Further Maths	History	Maths	Volunteering	Chemistry
Session 2	Further Maths	History	Maths	Personal Dev.	Chemistry
Break					
Session 3	Chemistry	Maths	Further Maths	History	History
Session 4	Chemistry	Maths	Further Maths	History	Ind. Study
Lunch					
Session 5	Maths	Chemistry	Home	Ind. Study	Home

The school day: sample timetable (3)

	Monday	Tuesday	Wednesday	Thursday	Friday
Registration	Year Assembly	Main Assembly	Study Skills	Tutor time	House Quiz
Session 1	Ind. Study	Music	Drama	Core Maths	Art
Session 2	Ind. Study	Music	Drama	Games	Art
Break					
Session 3	Art	Drama	Personal Dev.	Music	Music
Session 4	Art	Drama	Ind. Study	Music	Ind. Study
Lunch					
Session 5	Drama	Art	Core Maths	Ind. Study	Core Maths

The school day: Independent Study

In addition to their timetabled lessons, all students will spend their remaining time in supervised **Independent Study Sessions** in the Sixth Form Centre.

These are a compulsory element of their programme of study.

Students should use this time to complete **homework** assignments, conduct wider reading or subject **enrichment**, or consolidate their learning via **revision**.

We expect our students to be **'full-time students'**, working productively for the duration of every school day.

Students are only permitted to 'work from home' on a Wednesday and Friday afternoon (Session 5).



Sixth Form Games

Students will have **1 hour of Sixth Form Games** each week on a Thursday during Session 1 or Session 2 (unless they have timetabled lessons at this time).

There will be lots of different options to participate in each week, including: tennis, football, benchball, running, and using the gym.

Students will need to bring in sportswear: t-shirt / top, shorts / legging / trainers.

If students wish to play football on the 4G pitch, please bring football boots.

Students must **arrive in their normal uniform** and change at the start of the session.

The school day: Consorting to Beau. / Ver.

Sandringham is a part of the **BeauSandVer Consortium** which allows us to offer a wider range of subjects.

For example, students at Sandringham are able to 'consort' to Beaumont or Verulam to study a range of BTEC subjects that we do not offer.

Mini-buses run from Sandringham each day at **break and lunch** to take students to and from consorting lessons.

The Mini-buses leave from outside the SandPit Theatre.

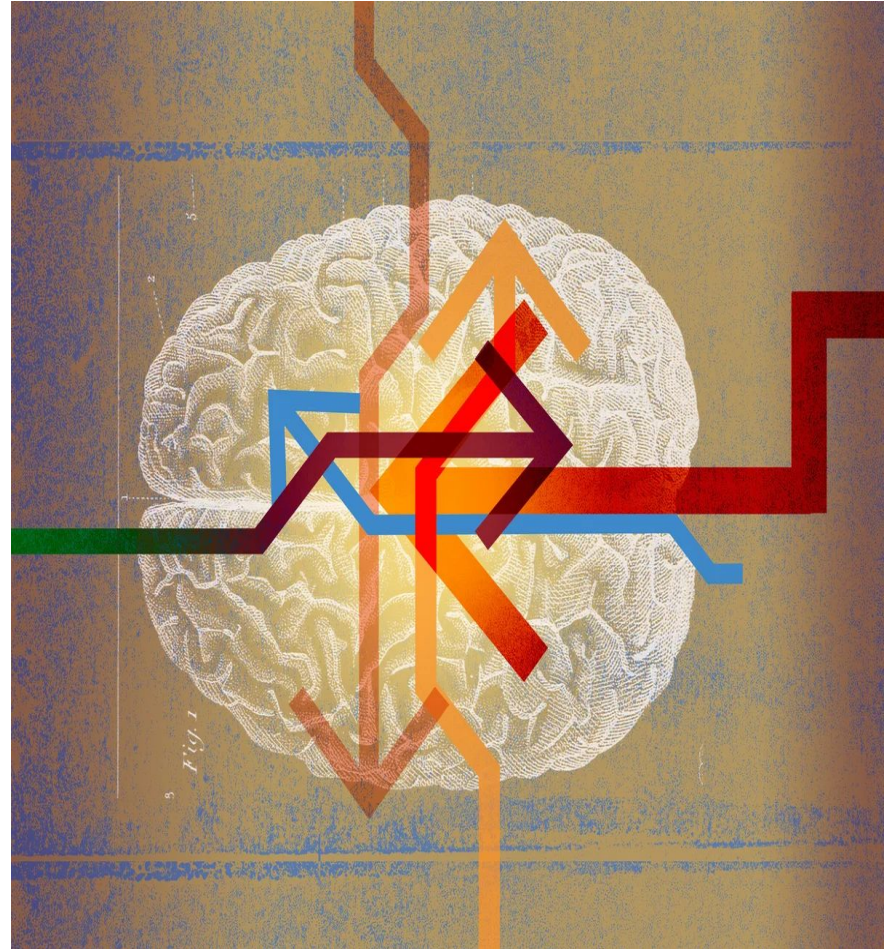
If a student has a lesson at Beaumont or Verulam in Session 1, they should go straight to their consorting lessons in the morning.

Changing subjects

Students can request a change to their courses up until **Friday 20th September.**

Students will need to complete a PINK 'Course Change' form and have it signed by their parents, teachers, and Performance Director.

Changes can only be made if there are spaces in the subject available **AND** the student meets the GCSE Entry Requirements.



16-19 Bursary

Application forms for the **16-19 Bursary** are available from the Sixth Form Team today and are on the school website.

The Bursary is for any student who may need **financial support**. The school will provide all your study resources, textbooks and funding for compulsory trips as required by your subjects.

Students will need their own Bank Account - as the Bursary is paid directly to the student (rather than a parent).

Students must hand-in their application form to the Sixth Form Office by the **Friday 20th September 2024**. You will need provide evidence of parent benefits or income details.

Standards and expectations



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Attendance

All elements of the timetable are compulsory, including registration, assemblies, games, lessons, and Independent Study Sessions.

Due to the **very serious impact** a low attendance rate can have on academic and social development, we monitor attendance very closely.

As a rule, we will always try to identify any barriers to attendance and work positively with families, rather than using punitive measures.



Attendance

Attendance at school is incredibly important. We work hard with families to ensure that our students' maximise their attendance to lessons.

For context, anything **below 95%** is considered to be a concern and will lead to contact with home.

Attendance Ladder



Punctuality

We believe being punctual is both a mark of respect and a critical life skill.

Attendance and punctuality are monitored by **Mrs Coombs**, our **Sixth Form Attendance Officer**.

Detentions will be issued if our Sixth Form students are:

- marked late to AM Registration / Assembly **twice in one week**;
- more than **5 minutes late** to a timetabled lesson.



Expectations: behaviour and conduct

We have very high expectations of our students and expect their behaviour and conduct to be exemplary.

Our students are expected to be role models for the younger students and exemplify our core values of **respect, relationships, 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.

We recommend you read the [Sandringham School Behaviour Policy](#) if you are new to the school.

Expectations: dress code

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

Permitted items:

- A tailored suit jacket or smart blazer;
- Collared shirt and tie;
- Formal top or shirt (no slogans, crop-tops);
- Tailored suit trousers or a tailored skirt;
- Smart dresses;
- Tailored jumpers (no sweatshirts, hoodies, or relaxed-fit jumpers);
- Smart black or brown shoes or ankle boots.



Expectations: lanyards

As per our Safeguarding Policy, we must be able to identify everyone on the school site at all times.

All Sixth Form students will be issued with a photo ID card and grey lanyard.

Students **must** wear these lanyards at all times.

Multiple instances of not wearing a lanyard will result in either a detention, or being sent home.

Students consorting to Beaumont or Verulam will not be allowed on site if they do not have their lanyard and ID card.



Part-time Work

We understand that students may wish to take up paid employment to help fund their social lives, pay for driving lessons, save for their future plans, and gain valuable workplace experience.

However, we strongly recommend that students:

- work a maximum of **8 hours** per week;
- reduce (or pause) their working hours in the run-up to their exams.

Students are not permitted to undertake any form of paid employment during the school day.

Home-school communication



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Reports: Spring, Autumn, and Summer Term

Each term you will receive a School Report from each subject, which will provide a grade for:

- Current Attainment
- Effort / Attitude to Learning
- Homework and deadlines

We do not publish written comments as teachers will make contact directly throughout the year when (and if) any issues or concerns arise.

Reports will be published electronically to MyChildAtSchool (MCAS) with instructions explaining how to access them. [MCAS Guide](#)



Parent Teacher Consultation:

Thurs. 21st Nov.

The Year 12 PTC is an opportunity to meet with your child's subject teachers. Appointments will be bookable via SchoolCloud - but appointments are 'in-person'.

In this meeting, we will discuss:

- current attainment (based on assessment data / classwork);
- effort and attitude to learning;
- and homework and meeting deadlines (including coursework or NEA).

This will be an opportunity for you to ask any questions or raise any concerns.



Pastoral Review Day:

Wed. 27th - Thurs. 28th Nov.

Our Pastoral Review Day is a well established tradition at Sandringham.

You will have a virtual meeting (on either of the dates above) with a member of the relevant Pastoral Team, which includes Form Tutors, the Performance Director, and Senior Leadership. Appointments will be bookable via SchoolCloud.

The purpose is to check-in after 11 weeks and, rather than focusing on specific subjects, will have a **broad focus** on habits and routines, happiness, wellbeing, and future plans.



Key events

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Work Experience: Mon. 10th - Fri. 14th Feb.

We recognise the value of a high-quality **Work Experience** placement - and encourage all Year 12 students to arrange Work Experience.

Each year, we dedicate one week to **Work Experience (10th - 14th Feb)** and encourage all students to arrange a placement for this week.

We will officially 'launch' the Work Experience with Year 12 after the October half-term break - but students should be as proactive as possible.

Outside of this week, we also recommend students to be actively seeking Work Experience placements during the school holidays.

If a student is interested in Medicine or Healthcare, Veterinary Science, or Teaching this is absolutely essential.

Threshold Exams: Mon. 9th - Fri. 20th June

Year 12 will sit their '**Threshold Exams**' (internal exams) in the second and third week in June.

Students will be provided with a detailed breakdown of what units / topics they will need to revise and prepare at **Easter** - giving ample time to prepare.

The exams will run for two full weeks - and students will be on formal **Study Leave** for the duration (and so will come to school only for their exams).

As per the BSV Progression Policy, students must achieve a 'Pass' in each subject to progress into Year 13.

Enrichment

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Enrichment opportunities

There are a wealth of opportunities open to your child at Sandringham and we strongly encourage all students to

Access to these opportunities and clubs is managed through an online platform called **SOCS**.

Through this platform, students can sign-up to attend as many of the clubs, choirs, ensembles, sports teams, and societies as they wish.

Information about signing up as a parent [can be found here](#).

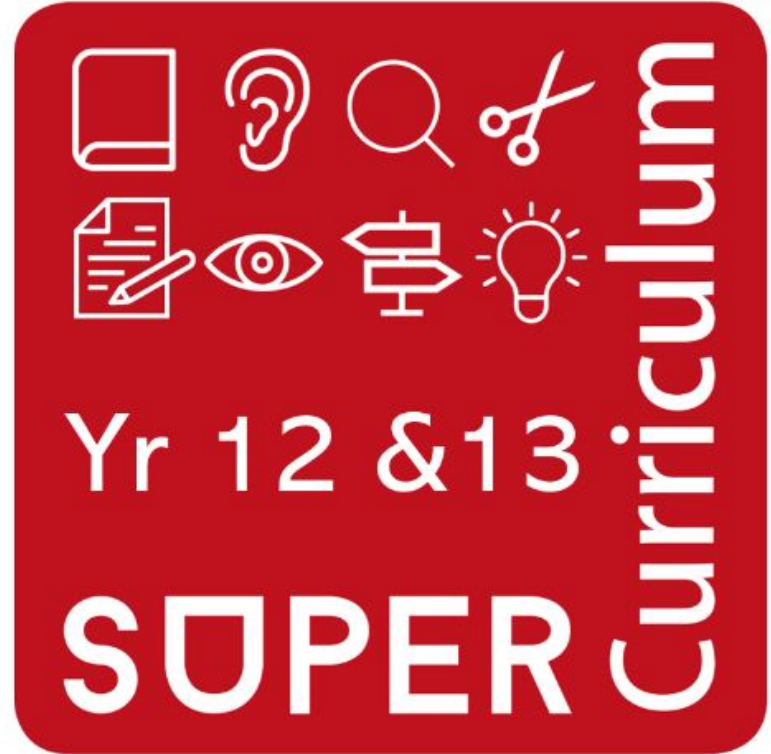


Super Curriculum

We encourage all students to engage with 'Super-curricular' activities for each of their subjects.

As university places and apprenticeships are increasingly competitive, it is really important that students engage with their subjects beyond the taught curriculum.

Aside from this, Sixth Form is the perfect time for students to immerse themselves in reading, listening, and watching content related to their academic interests.



Future Pathways

Once they are settled into the Sixth Form, we encourage students to start thinking about their future and we will prompt them to start thinking about careers, course requirements, and entry requirements.

- Explore opportunities across their subjects
- Seek advice from teachers and Sixth Form Team
- Opt-in for our in-house 'Oxbridge' programme
- Seek relevant work experience and placements
- Keep up-to-date with the career bulletin



Preparing for success

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What does success look like?



How can you support your child?

- Check they have all the **equipment** they need (e.g. paper / pens)
- Help support their **organisation** of their folders, textbooks, Games Kit
- Support them in exploring **future pathways** (sooner rather than later)
- **Contact** the school if you have any questions or concerns
- Encourage a healthy balance between their **social life and studies**
- Support the school's advice regarding **part-time work** (max. 8 hours)

Contacting the school

For general queries, in the first instance please email:

admin@sandringham.aetrust.uk marked **FAO: [Form Tutor / Performance Dir.]**

For communication regarding attendance, please email:

6thformattendance@sandringham.aetrust.uk marked **FAO: Attendance Officer**

If you have an urgent or out of hours safeguarding concern:
call **0300 123 4043** or **999** if it is an emergency.



Thank you for listening



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