

# Year 13 Information Evening

Thom Leat: Director of Sixth Form

Katie Clifford: Year 13 Performance Director



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# Whole school information



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# 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](mailto:6thformattendance@sandringham.aetrust.uk)



# Welcome to Sandringham Sixth Form



# Sixth Form Team



**Mrs Coy**  
Intervention Lead



**Miss Clifford**  
Yr13 Performance Director



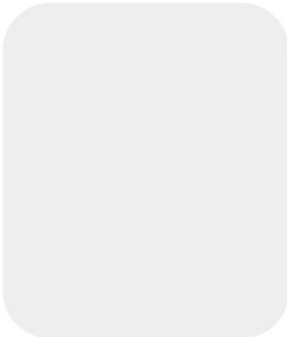
**Mr Leat**  
Director of Sixth Form



**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)

**Miss Clifford:** Performance Director: Year 13

**Mr O'Connor:** Year 12 Lead Tutor / Enrichment

**Mrs Coy:** Intervention Lead / Bursary

**Mrs Clark:** Performance Director: Year 12  
(DDSL)





# 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

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) - Futures & UCAS
Weds 27th / Thurs. 28th Nov.	<b>Pastoral Review Day (PRD)</b>
Tues. 7th - Fri. 17th Jan.	Year 13 Trial Exams
Thurs. 23rd Jan.	Extended Learning Day
Weds. 5th Feb	<b>Year 13 PTC</b>
Fri. 9th May	<b>Year 13 Last Day</b>

# 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 Year 13, students are only expected to attend three registrations a week. Attendance at all assemblies is compulsory.**

In registration, students will complete a **full programme** of study skills and UCAS/pathways support, led by their tutor.

# The school day: registration and assembly

Registration starts promptly at 8.30am. Registers officially close at 8.50am.

	<b>Year 13</b>
<b>Monday</b>	Weekly Bulletin + TFTW
<b>Tuesday</b>	Tutor based activities
<b>Wednesday</b>	Tutor based activities
<b>Thursday</b>	1-2-1 discussions
<b>Friday</b>	House Quiz

# The school day: overview

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



# 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 Personal Development (PSHE) every week.



# 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' where they have a 'blank' on their timetable.*



# 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. Students in receipt of the Bursary last year need to re-apply for this academic year.

# 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.

We reserve the right to report attendance statistics on UCAS references and to future employers.



## 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 **absent** from AM Registration / Assembly without a valid reason;
- are **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 would like more information.*



# Expectations: taking ownership

Given that contact time with student is reduced in Year 13, we expect students to take ownership of ensuring that they have engaged with important communication and key messages.

All assemblies, bulletins, tutor activities etc. are posted on the year group google classroom. Students must check this on a daily basis to ensure that they are up to date with the latest announcements.

All staff communicate with students via their **@mysandstorm** email address. Students must check this regularly.

# 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 and Autumn 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](#)



# 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.



# Parent Teacher Consultation:

## Weds. 5th Feb.

The Year 13 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.





# Key events

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# Trial Exams: Tues. 7th - Fri. 17th Jan.

Year 13 will sit their '**Trial Exams**' (internal exams) immediately after the Christmas holiday.

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).

These exams will give students a clear indication of the progress they have made since their Threshold Exams, and should help to inform final revision plans ahead of their external summer exams.



**UCAS**



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# UCAS: 2025 entry

UCAS Undergraduate Apply opens for 2025 entry.

14 May

3 September

UCAS Application deadline for courses in medicine, veterinary science, dentistry, and courses at Oxford or Cambridge.

15 October

29 January

UCAS deadline for majority of courses.

UCAS Extra opens.

February

End of June

First day UCAS can receive a completed application to process.

Last date for applications before **Clearing** opens.

# Available support

**Personal Statements:** students have been given the opportunity to 'opt-in' to requesting a member of staff to support them with their Personal Statements. It is a student's responsibility to make contact with the relevant staff member.

Students will have dedicated time in Personal Development lessons to work on their Personal Statements.

**Predicted grades:** were issued to students last Friday. Details about the appeals process can be found on google classroom, and should take place directly between the student and Miss Clifford.

# 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](#).

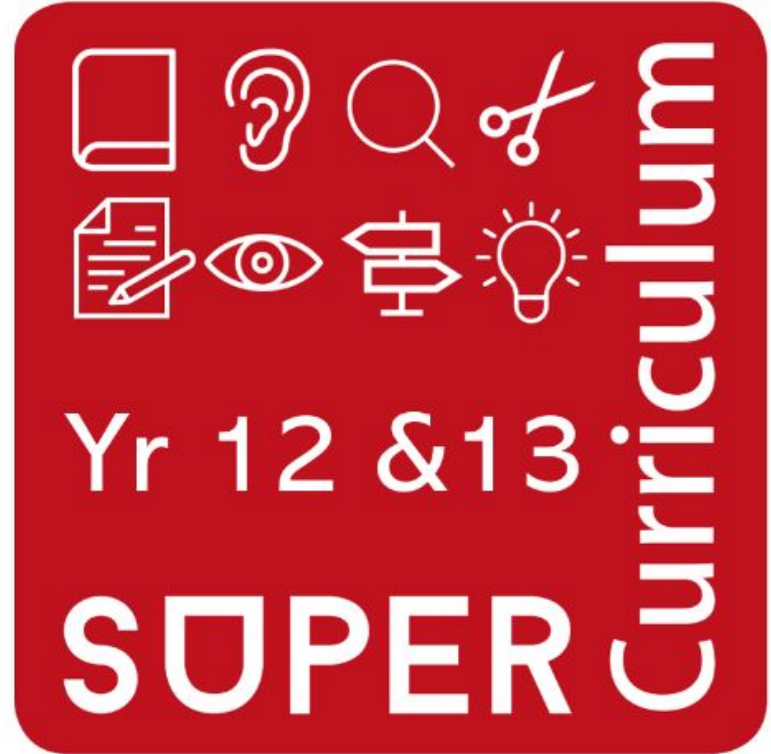


# Super Curriculum

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.





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

For communication regarding attendance, please email:

[6thformattendance@sandringham.aetrust.uk](mailto: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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