



**Sandringham School**

'Everybody can be Somebody'



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Website: [www.sandringham.herts.sch.uk](http://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: 055/2024

24<sup>th</sup> October 2024

Dear Families,

### **Year 12 PTC – Thursday 21<sup>st</sup> November**

We would like to invite you to attend the Year 12 Parent Teacher Consultation Evening on **Thursday 21<sup>st</sup> November** between 3.45pm - 7.15pm. This will be an opportunity to discuss your child's progress with individual subject teachers.

If a student has more than one teacher for a subject, please note that the system has been configured for one appointment with one of their teachers who will be able to discuss progress across the whole subject with you. This booking can only be made by the "**first priority contact**" we have on file from your data forms. If two parents/carers wish to attend, please note that only one can make the reservation, though both may attend either in person or via video link by sharing the details. In exceptional circumstances, contact: [admin@sandringham.aetrust.uk](mailto:admin@sandringham.aetrust.uk) to discuss.

The Year 12 PTC will take place as a face-to-face evening in school. Appointments will be available to book in advance using the School Cloud system. Appointments can be made from **Thursday 7<sup>th</sup> November at 6:00pm** and will close on **Tuesday 19<sup>th</sup> November at 7:00pm**. Should you wish to make any changes after this date please contact: [grubbl@sandringham.aetrust.uk](mailto:grubbl@sandringham.aetrust.uk)

Please visit <https://sandringhamschool.schoolcloud.co.uk/> to book your appointments. Attached is a short guide to support you accessing the site. You can login with the following information:

Student's First Name; Student's Surname; Date of Birth

Please note that you will also receive an email from School Cloud shortly before the bookings open with a link to the booking system where you only need your child's date of birth to validate your login.

We look forward to seeing you on **Thursday 21<sup>st</sup> November**.

Yours sincerely,

Katrina Clark

Performance Director: Year 12

