

Year 12 Information Evening

Thom Leat: Director of Sixth Form

Katrina Clark: Year 12 Performance Director



Sandringham School

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Welcome to Sandringham Sixth Form



Sixth Form Team

Mr Leat
Director of Sixth Form

Mrs Clark
PD: Year 12

Miss Potter
PD: Year 13

Mrs Coy
Pastoral Support

Ms. Grubb
Sixth Form Manager

**Ms Cooper, Mrs Walker,
Ms Scanes**
Learning mentors

Mrs Boost
Careers and
Employability

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.



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About Sandringham Sixth Form

Academic

High quality teaching

Outstanding outcomes

Personal

Social, personal, and life skills

Volunteering and community

Social and cultural

Extra-curricular opportunities

Super-curricular immersion

Future

Destinations and pathways

Careers guidance

Sandringham Enrichment Programme

**Leadership and
Responsibility**

**Fitness and
Sport**

**Creativity and
Performance**



**Community and
Volunteering**

**Subject
Enrichment**

**Futures and
Destinations**



The road ahead...

Autumn Term

Focus:

- Settling in
- Opportunities

Tutor:

- Study Skills

Key events:

- Pastoral Review Day
- Parents Evening

Spring Term

Focus:

- Subject Enrichment
- Work Experience

Tutor:

- Futures / Careers

Key events:

- Work Experience
- Exam preparation

Summer Term

Focus:

- Your next steps
- Future Pathways

Tutor:

- Revision strategies

Key events:

- Threshold Exams
 - UCAS registration
 - Apprenticeships search
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Life at Sandringham

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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 8.20am 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, students will 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)	Tutor Programme (Futures / Skills)
Wednesday	Weekly Bulletin + TFTW	Tutor Programme (Futures / Skills)
Thursday	Tutor Programme (Futures / Skills)	1-2-1 Meetings
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 each morning;
- a minimum of three subjects / qualifications (A Levels, BTECs, CTECs);
- one hour of Games (if this fits into student timetable)
- one hour of Personal Development (PSHE) every week;
- an optional additional subject (e.g. Core Maths / EPQ / Young Enterprise).
- an optional volunteering session (KS2/3/4)



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 (5) and Friday afternoon (Session 4 and 5).



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The school day: sample timetable (1)

	Monday	Tuesday	Wednesday	Thursday	Friday
Registration	Year Assembly	Main Assembly	Tutor Time	Tutor Time	Tutor Time
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	EPQ (Seminar)	Chemistry	Biology	PE	PE
Lunch					
Session 5	Chemistry	Ind. Study	EPQ (Taught)	Biology	Home

The school day: sample timetable (2)

	Monday	Tuesday	Wednesday	Thursday	Friday
Registration	Year Assembly	Main Assembly	Tutor Time	Tutor Time	Tutor Time
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	Home
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	Tutor Time	Tutor Time	Tutor Time
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: 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 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.

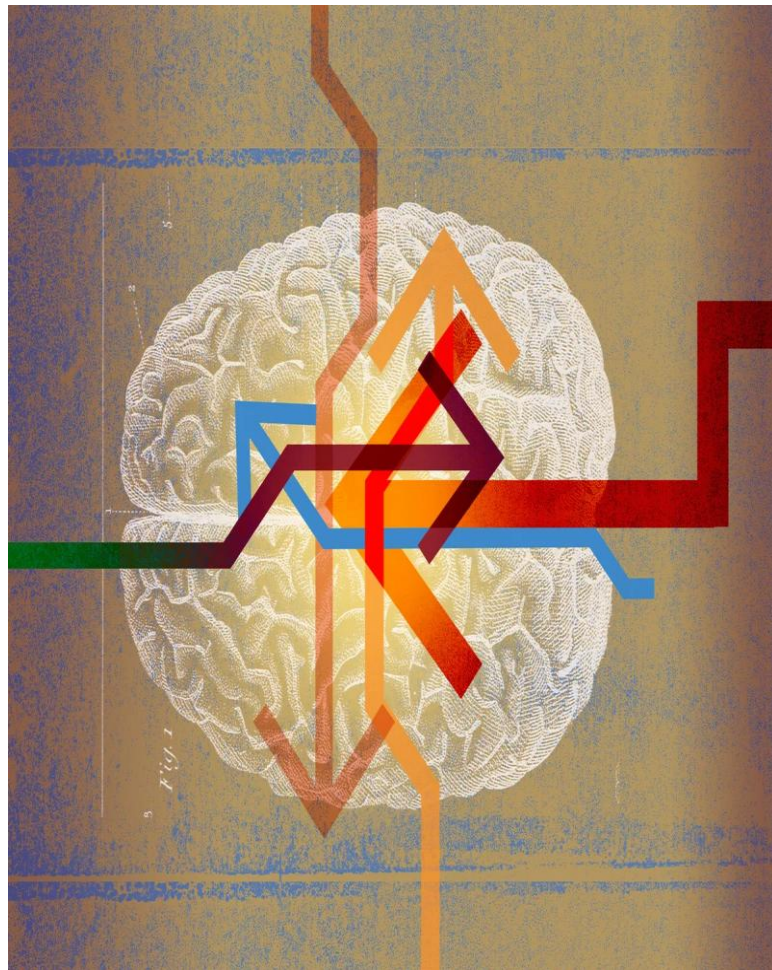
If a student has a lesson at Beaumont or Verulam in Session 1, they should go straight to their consorting lessons in the morning.

Changing subjects

Students can request a change to their courses up until **Friday 25th 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.



The year ahead

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Overview of the Year

Wed. 23rd Sept.	Extended Learning Day (ELD1) - Team Building / study skills
Fri. 13th Nov.	Autumn Reports (Attainment / Effort / Deadlines)
Thurs. 19th Nov.	Year 12 Parent Teacher Consultation (PTC)
Fri. 20th Nov.	Year 12 SEND Consultation
Weds 25th / Thurs. 26th Nov.	Pastoral Review Day (PRD)
Fri. 27th Nov.	Occasional Day (School closed)
Tues. 19th Jan.	Extended Learning Day (ELD2) - Enrichment
Fri. 22nd Jan.	Spring Reports (Attainment / Effort / Deadlines)
Mon. 8th - Thurs. 11th Feb.	Work Experience
Mon. 7th - Fri. 18th June	Year 12 Threshold Exams

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.



Parent Teacher Consultation:

Thurs. 19th 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:

Weds. 25th - Thurs. 26th 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.



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Work Experience: Mon. 8th - Thurs. 11th 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 (8th - 11th 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. 7th - Fri. 18th June

Year 12 will sit their '**Threshold Exams**' (internal exams) 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 participate in at least one school activity.

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](#).



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Super Curriculum

We encourage all students to engage with 'Super-curricular' activities.

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

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



Found on the school website.



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Future Pathways

Once they are settled into the Sixth Form, we encourage students to start thinking about their future.

Through various means, we will encourage students to:

- Explore opportunities across their subjects
- Seek advice from teachers and Sixth Form Team
- Opt-in for our in-house 'Oxbridge' programme (January - July)
- Seek relevant work experience and placements
- Attend our weekly Careers Talks (February - July)
- Keep up-to-date with the career bulletin



Key information



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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.

Anything **below 95%** is considered to be a concern and will lead to contact with home.

We recommend you read the Sixth Form [Attendance Policy](#).



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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, blouse, or fitted shirt (no t-shirts, and no exposed shoulders);
- Tailored suit trousers;
- Tailored skirt or smart dress;
- Plain jumpers (no sweatshirts, hoodies, or over-sized / relaxed-fit jumpers);
- Smart black or brown shoes or boots (no knee-high boots or trainers);



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 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.

SEND Support

SEND CO: Ms. Durrant

KS5 SEND Lead: Miss Leicester

Year 12 SEND PTC: Fri. November 20th

- We will gather all SEND documentation from previous schools.
- Miss Leicester will be meeting with all students on the SEND Register to co-create their IEPs.
- IEPs / SEND information is shared with teaching staff via our MIS.



Access Arrangements (Exams)

Access Arrangement Assessor: Miss Borman

- All Access Arrangements in place for the GCSE Examinations will provisionally remain in place. Students are NOT reassessed.
- Access Arrangements will remain in place for Year 12 and will be in place for the Year 12 Threshold Exams in June
- Once we can confirm that the Access Arrangements were used in ALL Year 12 Threshold Exams, we will use this as evidence and make a formal application to JCQ.



Post-16 Bursary

The Post-16 Bursary is available to students who may need **financial support**.

If you meet our eligibility criteria, the school will provide all study resources, textbooks, funding for compulsory trips, and a contribution towards both the costs of public transport and purchasing uniform items.

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 **Friday 18th September 2025**.

Free School Meals

The provision of Free School Meals applies to all students - including Sixth Formers.

As of this September, the government has reduced the eligibility criteria for Free School Meals - all families in receipt of Universal Credit are now eligible.

If you think you may be eligible for Free School Meals, you can apply online via the government portal:

<https://check-free-school-meals.education.gov.uk/>

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, Rachael Potter and **Katrina Clark** are the Deputy DSLs within the Sixth Form.



Recording absence

Attendance in the Sixth Form is monitored by **Mrs Coombs**, our dedicated Attendance Officer.

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



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.



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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
- Encourage them to attend consistently (and punctually)
- **Contact** the school regarding any absences
- Start thinking about **Work Experience** opportunities
- Support the school's advice regarding **part-time work** (max. 8 hours)



Thank you for listening



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