Welcome to
Sandringham School

INDUCTION EVENING



School life and useful information
Tuesday 1st July 2025

'Everybody can be Somebody'

Ambition
Education Trust

WELCOME TO SANDRINGHAM SCHOOL

Dear Families,

It gives me great pleasure to welcome you and your child to the vibrant community of Sandringham School.

Starting secondary school is a significant milestone, and we are delighted that you are joining us for this exciting new chapter. This welcome booklet has been designed to give you all the key information you will need as your child begins their journey in Year 7. From practical details to insights into school life, we hope it helps you feel informed, supported, and confident about the year ahead.

At Sandringham, we set high expectations for all our students, not only in the classroom but across every aspect of school life. Our vision extends far beyond academic success. We aim to broaden horizons, inspire curiosity, and encourage a global outlook. Your child will have access to a wide range of opportunities - both within and beyond the curriculum - designed to challenge, excite, and help them grow.

Innovation, creativity, and participation are at the heart of our ethos. We want every student to get involved, try something new, and discover what inspires them. Whether it is through sport, the arts, clubs, or leadership opportunities, there's something for everyone to enjoy.

While we take our responsibility for your child's education very seriously, we also believe that school should be a place of friendship, inspiration, and joy. Enjoyment and achievement go hand in hand - and we want Sandringham to be a school where both thrive.

As you read through this booklet, you'll find a lot of helpful information. But most importantly, we hope you'll see our shared ambition clearly: to equip your child to live life to the full.

Welcome to our school.

Warm regards,



Alan Gray

Executive Headteacher

CONTENTS

03 Our Team

05 The House System

05 Tutor Groups

06 Getting Involved
- Leadership Opportunities
- House Assemblies
- House Charities
- Charity Day
- Ecology and Sustainability

08 Pastoral Care
- Progress Reports and Parent/Carer/ Teacher Consultation Evenings
- Newsletter and letters home
- School communication system
- My Child at School
- School cloud
- ePraise
- Google Guardian Summaries

10 Attendance
- Absence line
- Punctuality
- Holiday requests

11 School Day
- Late arrival/leaving early

12 Our Uniform

15 Behaviour Policy
- Consequences structure

18 Recognising Achievement
- Rewards
- House Points
- Postcards Home
- Roll of Honour
- Achievement and Prize Giving Assemblies

19 Further Information
- Student medication
- Mobile phones and Bring Your Own Device (BYOD)
- Open Access
- Co-operation from students
- Community Time
- Collecting students from school
- Sandringham Code of Conduct

22 Year 7 Curriculum
- Modern Foreign Languages
- Trips
- Home Learning
- Google Guardian Summaries
- “My SandStorm”
- Family involvement in home learning
- Organising their time

25 Assessment
- The Framework
- The Learning Journey

26 Independent Learning
- Reading at Sandringham
- The Learning Resource Centre (LRC)

28 Student Services
- Locker key
- Public transport
- Absence line
- First Aid
- Medication
- School Health
- Second hand uniform
- Pupil Premium
- Stationery supplies

30 School Meals
- Pupil Premium and free school meals

35 Travelling to School

36 Young Carers Policy at Sandringham School

37 Personal Data (GDPR)

39 Friends of Sandringham School (Fo$S)

OUR TEAM

ALAN GRAY

Executive Headteacher



Strategic Direction
School Performance

MARK NICHOLLS

Head of School



School Operations
Self-evaluation/Analysis
Pastoral Support

ANDREW CRACKNELL

Assistant Headteacher



KS4 Lead
Student Experiences
Digital Learning/IT

THOM LEAT

Assistant Headteacher



KS5 Lead
Sixth Form
Workload/wellbeing

DR CAROLINE CREABY

Deputy Headteacher



Curriculum
Staffing
Teaching & Learning
Timetable

KATE MOUNCEY

Deputy Headteacher



Pastoral
Inclusion
SEND/PP

STUART KEMP

Assistant Headteacher



KS3 Lead
Safeguarding/DSL
Student attendance/wellbeing

ATHENA PITSILLIS

Assistant Headteacher



ECTs
ITT
Induction
DEI
Appraisal and Coaching

NEIL MILLER

Assistant Headteacher



Standards
Assessment and Reporting

MABLE

Therapy Dog - Cockerpoo

Mable is our school dog who lives with Mr Kemp (Assistant Headteacher) and has been trained to be a therapy dog.

ELLEN WESTON

Acting Director of SENDCO
(until November 2025)



CIBONEY DURRANT

Director of Learning; SENDCO



SEND Provision
TA Deployment

LAURA DENNIS

Operations Manager



Finance & Budget
Human Resources

Sandringham School Governors:

Chair of Governors:
Julia Shaw

Co-opted Governors
Anne Garland
Jon Pike

Trust appointed Governor
Ayad Hassan
Paula Bird
Jonny Downs
Lucy O'Neill

Parent Governors:
Mark Adams
Ben Wynn

Staff Governor:
Elizabeth Kelly

Governance Professional:
Lesley Dunkley

HOUSE SYSTEM

The house system at Sandringham plays a significant part in school life. From September, students will be organised into eight houses, each honouring a famous Briton who made a significant contribution to their field.

Tutor groups across the school bear the first initial of their house icon in their tutor group's name, for example, 7A is the Year 7 tutor group for Austen House. Students in Years 7 – 11 wear a stripe on their school tie and an enamel badge with colour indicating the house to which they belong. This helps to generate a sense of house identity within the school community.



TUTOR GROUPS

The tutor is the member of staff who will have special responsibility for the welfare of each student in their tutor group. Tutors usually remain with their group as they progress through the year groups and are responsible for monitoring attendance, dealing on a day-to-day basis with the progress, behaviour and learning of your child and generally acting as a link between you and the school.

The tutors for your children this year are:

7A	Hannah Cracknell/Rowan Hopkins	7E	Emilea Read-Letts
7H	Vonnell O'Neill	7F	Katie Wills/Doa'a Abuznaid
7J	Stuart Lloyd/Katy Whorrod	7S	Meg Gillan/Garin Nicholls
7N	Alex Neville/Yasmin Morris	7T	Jeremy Richardson

GETTING INVOLVED

There are many ways in which students can get involved in the house competition. Students receive house points from their teachers and staff in the school. These points are then collected and added to the house point total for each house. For the large events, such as Sports Day, House Arts and the Charity Run, points are awarded based on finishing positions. Students can also gain house points for taking part in extra-curricular activities, for representing the school and for participating in a variety of enrichment activities. Students can also add to their house totals by earning house points for excellent work and effort and a range of other smaller activities organised throughout the year which include:

- House Rugby & Netball
- House Maths competition
- Last Choir Standing
- House Performing Arts Competition
- Top of the Form
- House Day
- Sports Day
- Charity Run
- Quizzes
- Speed Stacking
- Charity Weeks

A separate house event, **House Day**, takes place on the last day of the summer term. **House Day** involves ALL students taking part in a range of activities, competing against their peers in each event to gain the most points. Points are added up at the end of the day and the winning house receives the prestigious House Cup.

Leadership Opportunities
The house competition encourages participation and cooperation between students from different year groups. It provides students with opportunities to take on leadership roles whether as a Sixth Form House Captain, a Year Group House Leader or by taking responsibility to help lead a specific activity or event.

House Assemblies
House assemblies will occur regularly throughout the year to celebrate each house's success and advertise upcoming events. They will be run by the House Captains and overseen by the Heads of House. The yearly objectives and charity ideas will be discussed and houses will take part in some engaging and friendly competition.

House Charities
The houses also work hard to raise funds for charity. In the past houses have raised money for different charities. Going forward all houses will support a single charity, competing to raise the most money. The charities we are currently supporting:

- Herts for Refugees
- UNICEF
- Youth Talk

This year we are aiming to raise £20,000 for charity

Charity Day
On the final day of the Autumn term, the whole school will take part in numerous activities to raise awareness and money for the school's charities. Last year, they all took part in 'The Head's quiz', 'Pointless', 'Sandringham Winter Wonderland' and a 'Festive Pantomime'.

Ecology and Sustainability
As part of our commitment to supporting the environment, Sandringham has a dedicated **Sustainability Committee**, part of the **Student Leadership Team**. Their focus is to support the school to become '**carbon zero' by 2030.** So far, students have been raising awareness of global issues including the effects of single-use plastic on the environment, wildlife and our health. The student group has made a significant contribution to achieving the **Eco Schools 'Green Flag'** award, looking at a range of aspects involved in sustainability. This has included an audit of sustainability across the school, involvement in a large tree

planting programme and involvement in the **St Albans Sustainability Festival,** and the **annual YouthCOP event** hosted by Hertfordshire University. We hope to take big strides going forward, as we seek to work on multiple areas across many school areas to improve our sustainability. Parents and carers can support us by signing up to the **HomeRun App**, further details can be found on page 35 **Travelling to School** which is set up individually for Sandringham School.



Eco-Schools







PASTORAL CARE

Contact between Home and School

Form tutors keep in close contact with the families of students by means of the Google Classroom guardian summaries, letters, telephone calls and Pastoral Review Day in November. They are supported in their work by the Performance Director for Year 7, Frances Batten, and Assistant Headteacher in charge of Key Stage 3, Stuart Kemp. We also have a dedicated team of pastoral and behaviour specialists and school counsellors to support young people with their individual needs.

- **First point of contact**: If there are any questions or problems the form tutors are available and should be your first point of contact.
- **Second point of contact**: If the matter requires a more senior member of staff, please contact the: Performance Director for Year 7.

NOTE: We will always try to get back to you quickly, but please allow 3 working days for all replies.

The school works in partnership with families to support students in every way possible. In some circumstances, we will work with outside agencies to offer further support and to offer the best possible care to children and families in our community. Most importantly, we have a legal duty to safeguard all children and young people. As a result, if concerns are raised within the school or a student or parent/carer reports a situation involving possible abuse, we would not be able to guarantee confidentiality. In some cases, we have to make a referral to Children's Services. This is inline with Government and Hertfordshire policy.

Progress Reports and Parent/Carer Teacher Consultation Evenings

- Students will receive termly Progress Reports showing grades for Attainment, Attitude to Learning, Organisation and Deadlines and Home Learning
- All parents/carers are invited with their child to attend a Pastoral Review Day in the Autumn term to discuss their involvement in all aspects of school life
- The Parent Teacher Consultation Evening for Year 7 is in the Spring term and all families are expected to attend this key event with their child

Newsletter and Letters Home

A weekly newsletter, **The Sandprint**, is issued on a Friday and contains important notices and news from around the School. We would be grateful if you could take the time to read it each week. This will be distributed via email and will also be published on our website every Friday www.sandringham.herts.sch.uk/the-sandprint/

To receive the Sandprint and letters home from us, please ensure that the email address: 11419@bromcomcloud.com is in your contacts list.

School Communication Systems

The school utilises a number of communication systems to keep parents/carers informed about their child's progress at school.

Here is an overview of the platforms we provide to parents/carers:

- **My Child At School (MCAS**) - will give you access to a variety of information on your child, from their timetable to consequences and reports etc.

- **SchoolCloud** – this is our online system for booking parents evening appointments and where the parent teacher consultation is due to be held online and is where you access your appointments with teaching staff

- **ePraise** – will provide you with information about your child's accomplishments at school. This will include details about house points, accolades and achievements.

- **Google Guardian Summaries** – linked to Google Classroom, these useful email summaries will enable you to track the home learning tasks your child has been set. Parents/carers have the choice to enable these to be received either **daily** or **weekly**.

- **SOCS -** will allow you to sign up to all extra curricular clubs and monitor the opportunities that are available to all.

We will send out username and passwords, alongside guidance regarding each system to new parents in the first few weeks of the **Autumn term**.

If you have any issues with any of these services, please email:
data@sandringham.aetrust.uk

Any changes to contact details e.g. address, telephone or email, should be emailed to:
data@sandringham.aetrust.uk

ATTENDANCE

Sandringham School Absence Line - Tel: 01727 799564 email: absence@sandringham.aetrust.uk
IMPORTANT: Contact the school on each day of absence (Line available 24 hours)

We ask parents and carers to report ALL absences before **9.15 am** by telephone or e-mail as above. The importance of attending school both regularly and punctually cannot be overstated, and it is fair to say that students can only make the most of the educational opportunities available to them at Sandringham if they maintain a good attendance record. Regular and punctual attendance is a habit and one that all parents/carers should encourage; the link with standards of achievement is well proven. Good attendance means that students establish good educational habits and routines, keep up with work more easily, develop well socially and have a good attendance record to show prospective employers.

Students whose progress is below expected levels often have patterns of non-attendance or poor punctuality, attendance often means that students feel unsettled at school, struggle to keep up-to-date with their work and are less likely to develop appropriate social skills. We will obviously do all that we can to support students in such circumstances, but there really is no substitute for maintaining outstanding levels of attendance.

Absences - we would like to remind all parents/carers and students of our expectations relating to attendance and punctuality:

- If your child is unable to attend school due to illness please telephone or e-mail the school Absence Line, clearly stating your name, your child's name, tutor group and reason for absence.
- Notify the school each day of absence before 9.15 am
- All appointments (doctors, hospital, dental, etc.) should be scheduled for outside the school day unless the circumstance is exceptional. If this does not happen the school is forced to record an unauthorised absence and this in turn may need to be referred to the Attendance Improvement Officer.

Punctuality

We understand that adverse circumstances will occasionally force students to arrive late at school but would ask that all parents/carers remind students of the school rules regarding punctuality:

- Students should arrive at school no later than 8.20 am and should register with their Form Tutor
- Students arriving late after 8.50 am should sign in at Student Services and explain their lateness to their tutor at the next registration
- Students who are late twice within a week will be issued with a C3 detention, if no acceptable reason is provided

Holiday Requests

Headteachers cannot grant any leave of absence during term time unless there are exceptional circumstances. Headteachers no longer have the discretion to allow any time for a family holiday or to agree to extended leave for parents to visit their country of origin. While we appreciate that it can be more expensive to go away in the holiday periods, this ultimately means losing valuable school time at the expense of your child's education. If your child is absent from school because of a holiday which has not been agreed, this will be classified as an unauthorised absence, and you may be fined or legal action taken against you.

If you feel that the circumstances are exceptional then an application should be made to school, prior to any arrangements being made. The Headteacher will then decide whether or not the absence can be authorised.

OUR SCHOOL DAY

8.30 am	**REGISTRATION** and Tutorial
8.50 am	Session 1
9.50 am	Movement time
9.55 am	Session 2
10.55 am	**BREAK**
11.15 am	Session 3
12.15 pm	Movement time
12.20 pm	Session 4
1.20 pm	**LUNCH**
2.05 pm	Session 5 (including pm registration)
3.05 pm	Community time (voluntary)



LATE ARRIVAL / LEAVING EARLY

Parents are not permitted to drive into the school car park when dropping their child to school. We ask that you park considerately of our neighbours at drop off and pick up time and do not block driveways.

Late arrival

Students arriving after registration should sign in at Student Services

Leaving early

If a student needs to leave early for an appointment they will need to sign out at Student Services.



OUR UNIFORM

It is important that we maintain a high standard of appearance by wearing our school uniform correctly at all times. This applies not only during school hours but also when travelling to and from school. To ensure a neat and professional appearance, please adhere to the following guidelines:



- Shirts should be tucked in, with the top buttons done up and ties worn correctly.
- The length of the skirt should not exceed 5 cm above the top of the knee. Rolling the skirt over at the top is strictly prohibited.

For students in Years 7 to 11, full school uniform from the provided uniform list is expected to be worn. Please refer to the list for specific items required. Our Performance Directors may be contacted at any time for clarification.

- Black blazer with Sandringham logo
- Black knee length permanent pleated skirt or black tailored regular fit trousers with no buckles or embellishments
- School tie
- Optional black V-necked jumper with Sandringham logo (sewn on is permitted)
- White collared shirt
- Black shoes (not trainers/canvas shoes/boots)
- If wearing a black knee length pleated skirt, black opaque tights (no leggings or leg warmers) should be worn without socks under or over them. On hot days, in the summer term, plain white ankle socks (not sports/trainer socks) may be worn instead of tights
- If wearing black tailored trousers, black socks should be worn

NOTE: Ensure **ALL** items of uniform are clearly labelled with students name By following these uniform guidelines, we contribute to a sense of unity and pride in our school community. **Your adherence to these standards is greatly appreciated.**

When it comes to PE kit, students have two group options: Group A PE Kit or Group B PE Kit. Please select one group (this will be allocated) and consistently wear the designated items.

A Group PE kit list

- *Black Sandringham shorts
- *Black and red skort
- *Red Sandringham logo polo top
- White soled trainers
- Football boots (students should wear appropriate footwear for the 3G pitch. This should be plastic-studded footwear only (no metal studs). Blades, dimples or flat-soled shoes are not permitted
- White socks
- *Black and red Sandringham Games socks
- ***Optional** black Sandringham mid-layer
- Optional red base layer
- Plain black sports leggings
- Plain black tracksuit bottoms (stripes and logos are not permitted)
- Plain black swimming costume (and plain black T Shirt/rash vest if appropriate)
- Towel
- Shin Pads
- Mouth Guard

B Group PE kit list

- Black Sandringham shorts
- *Black and red reversible rugby top
- White soled trainers
- Football boots (students should wear appropriate footwear for the 3G pitch. This should be plastic-studded footwear only (no metal studs). Blades, dimples or flat-soled shoes are not permitted
- *Red Sandringham logo polo top
- White socks
- *Black and red Sandringham Games socks
- ***Optional** black Sandringham mid-layer
- Optional red base layer
- Plain black tracksuit bottoms (stripes and logos are not permitted)
- Black swimming shorts (and plain black T Shirt/rash vest if appropriate)
- Towel
- Shin Pads
- Mouth Guard

* These items all bear the Sandringham logo/badge/colours and, consequently, are available from Stevensons, St Albans and Smarty Schoolwear.

● **Top/winter coats** - Plain black, navy, or dark grey, below blazer length. Scarves and hats should be plain black or red (exclusions for religious/cultural reasons) and belts are required to be black without embellishment or ornate/branded buckles/clasps. **All items must be clearly labelled with the students name.**

IMPORTANT NOTE:
NO logos
NO fur/faux fur trims
NO leather, leather look or denim coats
NO bomber jacket styles
● **Jewellery** - No jewellery except for a watch and one small gold/silver stud in each earlobe **(max 2mm)** they must be **plain** with **NO** gemstones.



IMPORTANT NOTE:
NO form of facial piercing, including nose/tongue studs
NO tattoos
NO earrings to be worn in PE or Games lessons
NO make-up or false eye lashes
NO false nails or nail polish (including gel nails)
● **Hairstyles** - They should be natural colouring/ moderate and in keeping with the Sandringham uniform

IMPORTANT NOTE:
NO extreme styles
NO shapes shaved into the hair
NO hair dyes/colouring
NO facial hair (exclusions for religious/medical requests)
NO skin fades or 'skinhead' styles
NO lines shaved into eyebrows



BEHAVIOUR POLICY

At Sandringham School, our behaviour policy sets the foundation for creating a positive and conducive learning environment. We believe that every member of our school community plays a vital role in contributing to this environment. Therefore, we expect students to adhere to the following principles:

- **Attendance**: Students are expected to attend school **regularly** and **punctually**, recognising the value of **consistent participation** in their education.
- **Motivation**: We encourage students to approach their studies with enthusiasm, showing a genuine **interest** in learning and personal growth.
- **Behaviour**: Students are expected to conduct themselves in a manner that reflects **maturity, responsibility**, and **respect**. This includes treating peers, staff, and the school environment with consideration and courtesy.

By adhering to these principles, we create a supportive and inclusive atmosphere where everyone can thrive academically, socially, and emotionally. We believe that a positive and respectful school community fosters the best possible learning outcomes for all students. Thank you for your cooperation in upholding these expectations.



BEHAVIOUR

At Sandringham School, while we emphasise the importance of **rewarding** students, we also recognise the need for clear expectations regarding behaviour and the corresponding **consequences** for any poor conduct. Consequences are issued with the intention of supporting students to modify their behaviours.

Our primary focus is on promoting a **conducive learning environment**. Anything that hinders a student's own learning or that of their peers is treated with utmost seriousness.

Our **Consequences Structure** is based on a fair set of rules that are consistently applied by all our staff members. The underlying principle is to provide students with **chances**, **choices**, and **consequences**. Initially, students are given the opportunity to demonstrate **positive behaviour**.

If they choose not to do so, they receive a **warning**, highlighting the need for a **change** in their conduct. Subsequently, students are presented with the choice to **self-regulate** their behaviour. However, if they persist in **disruptive** or **inappropriate actions**, there will be appropriate **consequences**.

We firmly believe in giving students the opportunity to learn from their behaviour and make **positive choices**. They are designed to encourage personal responsibility, accountability and **positive behaviour**. It serves as a means to address behaviour that hinders the learning process, ensuring that all students can benefit from an optimal educational experience.

By consistently applying these principles, we aim to create a supportive and respectful environment that enables every student to thrive academically and personally.



Consequences Structure:

C1	Disrupting the learning of others Out of seat Uniform/Appearance below expected standard Lack of equipment/ device	Verbal warning
H1	Home learning not complete or not completed to a satisfactory standard	2nd Deadline given
H2	Home learning not completed by 2nd deadline	Faculty Detention
H3	Student fails to attend the faculty detention	C3 Detention and resit Faculty Detention
C2	Repetition of any C1 offence	2nd Verbal warning
C3	Repetition of any C2 offence Inappropriate conduct Rudeness to a member of staff/arguing Refusal to follow instructions. Use of device/mobile phone without permission Repeated failure to bring appropriate equipment Inappropriate language inc. swearing in conversation Provoking another student/situation Failure to attend homework detention Lateness to lessons (>5mins) Late for school without a valid reason Abuse of Open Access, including being in the vicinity of the bicycle shed between 8.45am-3pm	**One hour detention**
C3F	Three or more C3s in a half term Truancy Failure to attend C3 detention Misbehaviour in C3 detention	**Two hour detention on a Friday**
C4	Repetition of any C3 offence 2 C3s in one day Dishonesty/lying to a member of staff Walking away from a member of staff Deliberate defiance, including appearance Swearing across a room/at another student Bullying incident – Cyber/Verbal/Physical Fighting Chewing gum Off site at lunch.	**C3 or C3a Detention** **Removed from lesson** **One day isolation**
C5	Poor behaviour during C4 Cultural intolerance Gross disobedience Physical assault Discriminatory language Persistent bullying. Graffiti or Damage Inappropriate use of mobile phone/computer or equipment Persistent C4 behaviour Smoking/e-cigarettes and/or the possession of cigarettes, lighters and/or alcohol Being in the vicinity of smokers Swearing at or about a member of staff Threatening behaviour against staff or student	**Fixed term suspension**
C6	Persistent C5 behaviour Possession of offensive weapon Theft or vandalism Sexual misconduct/harassment Possession of illegal drugs Violence towards a member of staff.	**Permanent exclusion**

RECOGNISING ACHIEVEMENT

Rewards play a significant role in cultivating a **positive** school **culture** and **ethos** at Sandringham. We firmly believe in **recognising** and **celebrating** the achievements of our students, not only in their academic pursuits but also in their **personal growth**. Our aim is to support **every** individual in reaching their **full potential** and developing the necessary character traits to **succeed** as young adults. To this end, our **rewards structure** is designed to provide continuous support throughout students' time at Sandringham School.

We recognise achievements which encompass all aspects of school life. Some achievements are worked towards over time, whilst others can be gained through an individual activity, event, or demonstration of excellence. When students accomplish different things throughout their time at school, they receive a **digital badge** on their **ePraise profile**, students and families have the ability to track all of their rewards on their **ePraise profile.**

There are many rewards which students can achieve within our **rewards structure**. These include, but are not limited to:

House Points can be issued by any member of staff for any of the school's recognised character traits. A house point carries a value of 1 point for the student's given house.

A **Postcard Home** is issued for outstanding work, contributions, or significant improvements.

A **Headteacher's Commendation (HTC)** which is issued for exceptional work over a sustained period of time.

Roll of Honour board

Every term, faculties will nominate a student from each year group for the **Roll of Honour board**, to recognise that they have **consistently** worked hard to **improve** their learning and completed work to a **high standard**. These students' names and photos will be displayed on the **Roll of Honour Board** within the faculty. Each faculty's highest performing student overall will also receive a prize in assembly.

Achievement and Prize Giving Assemblies

Special achievement assemblies for each year group are held every **summer term**, to recognise **student excellence,** effort and their achievements throughout the academic year. Subject areas and tutor teams also nominate students for a range of awards. This culminates in a presentation which parents and carers are invited to attend at the end of the summer term.



FURTHER INFORMATION

Student Medication If your child suffers from **any** medical conditions, such as an allergy or asthma which requires your child to carry medication with them while at school, **please contact Student Services** who will advise on the **school procedures**.

Any student who is required to take medication during the school day must hand this into **Student Services**. A **medical consent form** will need to be completed by the parent/carer which should advise **Student Services** staff on how to administer the medication.

Any medical questions or concerns please contact Student Services.





Mobile Phones and Bring Your Own Device (BYOD)

Sandringham has a policy that requires students to bring a device to school in order to support their learning **(Bring Your Own Device).** We call this programme **'Blended Learning'** and the aim is to create successful young people, able to make best use of information and resources in the modern, online world. **All students** will be required to have a **Chromebook**.

You have several options in equipping your child with an appropriate device for learning in time for September:

You have two options in equipping your child with an appropriate device for learning in time for September:

1. Purchase the school's custom specification **ASUS Chromebook** via our chosen reseller, **Albion**. through their online portal. It is also possible to apply for finance to spread the cost of the device.

2. Apply to the school for financial support. We want to ensure equality of access to this scheme for all young people and so have a programme in place to support parents who can make a case for help. If your child is eligible for the **Pupil Premium**, and would like support, please contact our **Pupil Premium Co-ordinator, Gemma Lovett** via admin@sandringham.aetrust.uk

It should be noted that the loss, damage or breakage of a personal device is **not** covered under school insurance. The school is unable to pay for the cost of repairs or replacements. As such, we highly recommend that devices are covered by an appropriate **insurance policy**. It is worth checking whether **gadget insurance**, which can often be added to **home insurance** or **bank accounts**, may offer cover for this device.

Mobile phones must **NOT** be used in school. If a student wishes to bring a mobile phone to school it must be switched **off at all times**. They are **not** to be used whilst students are on the school site. Preferably, they should be kept in lockers during the school day. If students need to **make contact with** home during the school day, they can request to do so at **Student Services**.

Further information - is available on the school website



Use of devices for learning in a classroom is at the complete discretion of staff.
Staff have discretion to ask students to use devices in lessons. We are asking all students to be aware of our **eLearning Rules and Responsibilities** code that governs appropriate and safe use of all mobile devices. Inappropriate use could result in confiscation or further sanctions.

Should you need to contact your child, we would request that any communications be made with your child **after 3.05 pm** or via the **Student Services switchboard** during school hours.

We also need to point out that we **cannot** accept responsibility for **any** lost valuables **under any circumstances** and we encourage parents/carers to seek appropriate insurance for any portable device brought to school.

Open Access
The tutor group rooms are located in our **Year 7** area in **I Block**. These are open to the students at **break** and **lunchtime** for reading, talking quietly to friends and private study.

Co-operation from Students
We want our students to feel proud of their surroundings; they should care for the facilities and add their own contributions by way of excellent displays and well-kept tutor rooms.

Community Time
Once the formal part of the school day is over there is still a great deal of activity around the campus. Students can choose to work quietly in the **Learning Resource Centre** either on research for **homework** and/or **using computers**. They may wish to join in one of a variety of sports activities, support the Drama Club or the orchestras and choirs.

Collecting Students after School
The **Learning Resource Centre** is open until **4.15pm each day** and students may, if necessary, wait there for someone to collect them. It is expected that they sit **quietly** and work or read. If the person who is to collect them is delayed, the student **MUST** go to **main reception** to wait. On **NO** account should they wait in any other area of the school. **The only students who should be in school after 4.15pm are those involved in a supervised activity (e.g. sports or drama)**.

The Sandringham Code of Conduct
In order to create a positive learning environment, the **Sandringham Code of Conduct** focuses on three areas – **Respect, Responsibility** and **Relationships**. One of our expectations is that students stand up at the start of a lesson to greet staff and when another member of staff or a visitor enters the classroom.

More detailed information about the **Code of Conduct** can be found in the **Home School Partnership** policy on our website.

YEAR 7 CURRICULUM

During session time Year 7 students study the following subjects:

- Dance
- Drama
- English
- French or Spanish
- Geography
- History
- Computer Science
- Mathematics
- Music
- P.E.
- Philosophy Religion and Ethics
- Science
- Design Technology
- Visual Arts
- Personal Development







Modern Foreign Languages

In **Year 7 all** students are allocated to either **French** or **Spanish** for three lessons a week and this becomes their first foreign language. Setting takes place at October half term to enable all students to continue their language learning at an appropriate pace. Students use an online platform and will also regularly use their device in lessons to support their language learning, particularly through the use of The Language Gym

In **Year 8 all** students continue with their first language and 50% of linguists also take up a second language, currently **German**. This gives students the chance to pursue one or two languages to **GCSE**. Please note a **GCSE** in a language is **compulsory** for most students.

Trips

We run some very popular trips to support language learning at Sandringham School, notably our Exchanges to Annecy, Hamburg and Seville. We are very proud of our exchange programmes, enabling students to spend a week staying with a family while attending school and participating in excursions.

Please refer any queries to **Fleur Baikie**, Director of Learning: **Modern Foreign Languages**.

Home Learning

Home learning is an important part of learning at Sandringham School. In Year 7-9, students can expect to undertake home learning activities each week, but these are minimised in the first weeks of Year 7 to help with students' transition from primary school. We do not operate a home learning timetable but rather we have the following principles:

- Home learning tasks are well chosen, purposeful tasks that contribute to learning
- Home learning tasks take up to approximately 30 minutes to complete
- Home learning tasks are set with a duration of one week to complete
- Home learning tasks are set as an 'assignment' on Google Classroom with a deadline specifying
    1) Task
    2) Submission
    3) Duration
- Home learning tasks are not set in the holidays

All home learning tasks are set on Google Classroom and the following section explains how parents can view these tasks. Google Classroom is a valuable tool for students to use in order to help them to structure their time and ensure that tasks are completed on time.

Google Guardian Summaries

Sandringham uses an online tool called Google Classroom that offers students and parents/ carers a personalised view of their home learning. This has a number of advantages, including guidance to parents/carers on what tasks have been set, how the work should be submitted and an estimated duration as to how long the task should take. Research shows that parental involvement in supporting their child's learning has one of the biggest positive impacts upon outcomes, so we would encourage you to accept our invitation to receive Google Guardian Summaries and discuss home learning with your child.

Details about how to receive Google Guardian summary emails will be sent home in the first few weeks of term and students will also be trained on how to use Google Classroom effectively.

'My SandStorm' Virtual Learning Environment

Sandringham has a Virtual Learning Environment that collects together a number of online tools that students will use for their learning, including a school email address, a Google Drive account with cloud storage and a learning tool called Google Classroom. These tools will aid students with their independent learning, both in the classroom and at home. 'My SandStorm' is designed to be student centred, personalised, engaging and easy to use, collecting together the best learning tools. It is a place students can use to access information that their teachers want to share with them and also a portal where teachers will submit exercises for the students to work on. Some faculties will also ask students to submit work online where they can receive feedback from their teachers.

Family Involvement in Home Learning

Engaging with your child about their home learning is a great way to support them in planning their time to make sure tasks are completed on time. Students can show you their home learning tasks on their Google Classroom or you can log in to access Google Guardian summaries to see them for yourself. Ideally, students should have a quiet place at home where they can complete their home learning and it's helpful to minimise distractions from things such as a non-school device and social media.

Organising their time

Students should aim to work to the best of their ability and complete all tasks set. Inevitably, there will be times when tasks might be harder, more complex or may take longer. Students should follow the teacher's guide as to the duration to spend on tasks. They can always talk to their teachers if they're finding things particularly challenging or are finding that they can't complete them in the time set.

Conversely, if your child is finishing their home learning tasks very quickly, you may wish to check the quality and presentation of the completed tasks and ask them to spend more time or to re-draft if necessary.

Students should be given ample time (approximately one week) to complete each task. Should students find that they have let work build up, they might need your help to manage this. Clarifying what needs to be done by when and coming up with a plan to complete it will no doubt help your child complete the tasks.



ASSESSMENT

Effective assessment is an integral part of **outstanding learning** and **teaching**. It helps students to measure their knowledge and understanding against learning objectives and wider outcomes and to identify where they need to **target** their efforts to improve.

Tracking assessment and **achievement data** enables teachers, faculties and the school's leadership group to monitor the **performance** of individual students and groups of students, identify where **interventions** may be required and to work with teachers to ensure students are supported to make sufficient progress and reach their potential. This information is reported to parents and carers at **regular intervals** to provide families with an accurate snapshot of where their child's **strengths** and areas of **development** are and what they need to do to improve.

Our assessment framework is based on the following principles:

- The assessment framework is based on high expectations and challenge for all
- Closely linked to the curriculum and is focused on developing the knowledge, understanding and skills needed for success across Years 7-11
- Improves learning and encourages a growth mindset by providing students with high quality next-steps feedback focused on specific objectives
- Allows all students to experience success, by focusing on the progress they make from their starting point
- Differentiates between students of different starting points, recognising where students may be excelling or falling behind

At Key Stage 3 (Years 7-9), the core knowledge, concepts and skills that underpin each subject are mapped carefully. In each unit of study, students are assessed on how their knowledge and skills have developed and assessment tasks are graded as follows: **Emerging, developing, securing, mastering or making exceptional progress.** Very simply, each student's target is to master the knowledge, concepts and skills in each year. The knowledge, concepts and skills build in complexity as students move from Year 7 to 8 and 9.

In order to provide students, parents and carers with a measurable indicator of how well students are progressing and what they are currently on track to achieve at the end of Key Stage 4 (Years 10 and 11), student achievement in each subject area will be reported in relation to their **'Learning Journey'.**

At the beginning of Year 7, students will be assigned a Learning Journey based on their **Key Stage 2** prior attainment and **CATs** data. This provides an indicator of the range of grades a student may achieve if they continue to work hard throughout their time at Sandringham. As ever, there are no limits on achievement and we would encourage students not to be limited by their Learning Journeys; these are simply indicators based on past performance.

Student Learning Journeys provide a clear, consistent and measurable benchmark against which achievement in different subjects can be assessed and reported. **Stars** will be used on student reports to indicate how well students are progressing toward their aspirational targets.



- Making less than expected progress not currently on track to achieve aspirational target
- Making expected progress, on track to achieve aspirational target
- Making better than expected progress, on track to achieve or exceed aspirational targets.
- Make exceptional progress, on track to achieve or exceed aspirational targets.

It is important to note that Learning Journeys are aspirational and should students achieve at the top end of these grade ranges at the end of Key Stage 4, they would be within the top 10% of student achievement nationally. Therefore making 'expected' progress towards these aspirational targets is a significant achievement in itself and something that students should be proud of.

INDEPENDENT LEARNING

Independent Learning

Our number one priority is to develop great learners at Sandringham. We do this by supporting all students in 4 areas: to know their curriculum, to build great relationships, to take advantage of opportunities and to know how to engage in long term learning. We want students that show initiative and can manage their own time and learning.

When they start in **Year 7** students will have to get to grips with a new timetable, new teachers, new buildings and new routines. We will provide an excellent transition programme to help them settle in but they need to become independent as soon as they can. This involves packing their own bags the night before school, organising their workload and balancing school work, extra-curricular activities and their own hobbies. In school, students will be expected to evaluate and assess their own and their peer's work and track their progress against their target grades. We want to ensure that students leave us with the skills, attitude and ability to meet the demands of an increasingly complex society.

Reading at Sandringham

We aim to:

- Foster a love of reading and improve literacy skills
- Support students by providing one to one advice on what they might like to read, taking reading levels and personal tastes into consideration
- Provide students with strategies in order to assist them in becoming fluent readers and capable researchers

The Learning Resource Centre (LRC)

The **LRC** provides a welcoming and stimulating environment for students to access books, study materials, and to read and work. Students can borrow a wide range of diverse and inclusive fiction and non-fiction texts. The **LRC** supports each faculty's super curriculum and stocks key fiction and non-fiction recommended by subject leaders. Students can also borrow eBooks and use the LRC's online resources.

- The **Learning Resource Centre** is open from **8.30 am – 4.00 pm**. The **Learning Resource Centre** is fully staffed by a team of friendly and knowledgeable librarians who will help students choose books they will enjoy reading for pleasure or will be helpful for their area of research.

- New students are introduced to the **Learning Resource Centre** and receive an **induction session** where they learn how to borrow from the **LRC** and how to reserve and search for books online using the library web app.

- Students can use the **Learning Resource Centre** for **quiet off-screen study** and **recreational reading.**

- Students can access online resources such as **Review Magazines**, **Issues** and **JSTOR**, as well as our **library web app.**

- The **Learning Resource Centre** also houses the **Careers Hub** which stores information on careers, further education, gap years and life skills.

- **Creative Writing club for KS3** offers students the chance to write their own stories, work on independent writing projects and enter national competitions.

- On **Induction Day**, all new **Year 7** students are provided with a link to a suggested reading list which is located on our school website sandringham.herts.sch.uk under the curriculum section **KS3 – Transition into Year 7**



STUDENT SERVICES

Student Services is located near D Block on the ground floor and opens from: **8:15am-3.20pm**

This is the **first point** of contact for most queries students may have and the team consists of the following staff:

SALLY FRANCIS & SHEHALA NEIL

Student Services Manager



Locker Keys
Transport
School Shop
C3 Detentions
Signing in late or leaving earlier



Locker Key

At the start of Year 7, you will be required to rent your own locker for the academic year.

Key charge: £5.00 rental per academic year. If you mislay or lose your key, please report it as soon as possible to Student Services.

Replacement key charge: £4.00

RUTH POSNER

Student Services Administrator



First Aider/illness
Lost Property
Second-hand Uniform
Counselling Administrator

Public Transport

All queries regarding transport please contact **Sally Francis & Shehala Neil – Student Services**

- **Child fare Savercard** – Apply online; Hertfordshire.gov.uk/home.aspx

EMILY KENNEDY

Attendance Officer



Attendance

Absence Line

Call **01727 799564** or email absence@sandringham.aetrust.uk

before 9:15am on every day of absence

First Aid/Sickness

If you are feeling unwell or have hurt yourself at school, you should come to Student Services. A decision will be taken as to whether you are well enough to return to lessons or to be sent home.

Medication

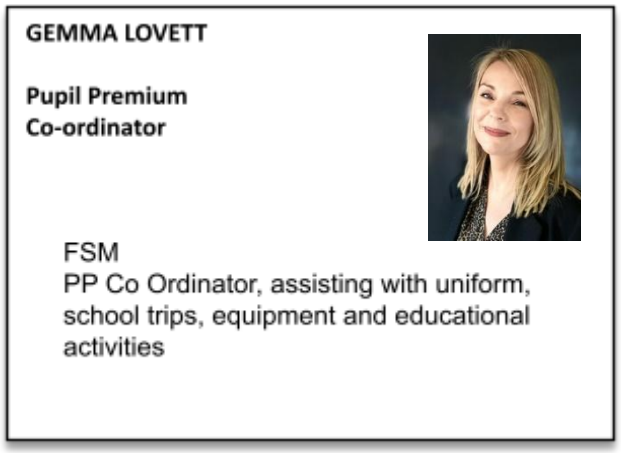
A parental consent form is required from Student Services for all medication and must be held and administered by a member of staff. (Please request forms from Student Services).

School Health also run a vaccination programme across the year groups.

Second-hand Uniform is available for purchase at Student Services (limited availability).

Pupil Premium

If you have any queries or concerns regarding **Pupil Premium/Free School Meals** please contact **Mrs Lovett:**
email: **admin@sandringham.aetrust.uk**



Stationery Supplies

Year 7s have the opportunity to purchase equipment packs at a reduced rate prior to joining, which will be provided for them ready for collection at the start of term.

These include art packs, calculators and book covers. Locker keys are rented out at a cost of £5 per school year. A letter will be sent out separately regarding how to purchase these.

We ask that **ALL** exercise books be covered with our branded Sandringham logo plastic wallets as this prolongs the book's life. The inside cover also allows space to insert homework and is recyclable.

The following items of stationery are available at **Student Services** for purchase:

- School Tie £9.00
- Calculator £9.90
- Art Sketch Book £1.00
- Clear Pencil Case 85p
- Compass 60p
- Protractor 10p
- Glue Stick 50p
- 15cm Rule 20p
- 30cm Rule 30p
- Eraser 10p
- 9 x 7 Book Jacket Cover 60p
- A4 Book Covers 75p
- Pens 10p
- Pencil 10p
- 2B Art Pencil 20p
- Pencil Sharpener 10p
- Highlighter Pen 30p

These prices may change in September 2025

SCHOOL MEALS

We are thrilled to announce that from 1st September 2025, Culinera will be Sandringham School's new catering provider. Culinera is an award-winning enterprise offering two distinct food concepts: The Social Kitchen – A high-quality dining experience featuring fresh, premium ingredients, all prepared onsite by a team of talented chefs led by experienced Executive Chefs. [COOK]ED – Built around tried-and-tested recipes, offering thoughtfully curated menus that ensure consistency and satisfaction in every dish, with a strong focus on value for money. We are excited for our students to experience Culinera's new menu and the fantastic variety of options available. We look forward to the positive impact these new dining options will bring to our school community. For more information about Culinera please visit: https://www.culinera.co.uk/

You will receive a letter giving the options for school meals on induction day. Please note that the catering options for the induction day will be provided by our current catering provider Chartwells.
For further information on catering at Sandringham School, please visit https://sandringham.herts.sch.uk/catering/

The school operates a cashless system using biometric fingerprint technology for years 7 to years 11, making it easier for students to pay for their school meals.

The system uses the image of the fingerprint to create a mathematical algorithm and then discards the fingerprint. Only the numbers remain and these cannot be reinterpreted back into a fingerprint image.



New year 7 students will have their fingerprints taken on Thursday 10th July 2025 for their Induction day. For any of those who are absent for the induction day fingerprints will be taken on the first week of the term in September. (Maybe the first day of term?)

You will also be asked to indicate your consent for the use of biometric data. Your consent for the use of biometric data was included in the initial registration process online.

A rota based on year groups operates for lunches, and to enable Year 7 students to get used to a new lunch system, they are first in the rota every day for the first few weeks. Thereafter they join the rota with the rest of the school.

The school also uses a cashless payment system called ParentPay, which can be used to pay for school meals. In your induction pack you will find a letter confirming your personal user ID and password. If you log onto the ParentPay website using this user ID and password you can pay for school meals for your child. This means that a value will be recorded on their 'finger' for use in the school canteen. You can also use this facility to monitor the balance of money available for use. Students can also check their balances when in school on balance checkers which are located near the entrance to the canteen.

Please ensure you credit your child's ParentPay account prior to the first day of term, Tuesday 2nd September 2025. Students entitled to Free School Meals will have their daily allocation automatically credited. Please note that the Free School Meal allowance is deducted at the end of the day if it is not used. If you feel that your family may qualify for free school meals, please see the following link for further information www.hertsdirect.org/freeschoolmeals. Please refer any queries concerning school meals to Myles Hamilton, Assistant Operations & Lettings Manager.

[COOK]ED by culinera

SPRING - SUMMER 2025

WEEKS COMMENCING - 21/04, 12/05, 02/06, 23/06, 14/07, 01/09, 22/09, 13/10

WEEK 01

	Monday	Tuesday	Wednesday	Thursday	Friday
MAIN 1	Beef chilli with rice	Pulled chicken shawarma kebab with cumin spiced potatoes and yoghurt dressing	The great British roast with all the trimmings	Chicken tikka masala with pilau rice	**The full works...** FISH & CHIPS *Culinera Chip Shop* *Vegan 'fish' box*
MAIN 2	Roasted vegetable chilli with rice	Chickpea shawarma with potato wedges and salad	Cheesy vegetable lentil bake	Sweet potato, lentil and red onion masala with pilau rice	
MARKETPLACE STREET FOOD	Sausage roll or Vegan sausage roll	Chilli beef crunchy wrap	Mozzarella and sweet chilli wrap	Slow cooked BBQ pulled pork burger with rainbow chilli slaw	
PASTA BAR	Mac 'n' cheese	Chow mein noodles	Pasta arrabbiata	Tomato and basil pasta	
NEON FRESH FLAVOURFUL FOOD	Loaded cheese and jalapeño nachos	Falafel rice box	Glazed chicken wings	Asian sticky hoisin noodles	
SWEETS	Velvet berry chocolate cake	Sprinkle cake	Summer berry crumble slice	Sweet caramel dough balls	Sticky lemon sponge

Available every day

Pasta + Noodle Bar

Daily specials including:

NOODLES

Soy, chilli and ginger or Chow mein

Sweet Treats

Daily selection of pastries and cakes

MENU KEY: Vegan · Vegetarian · Added Plant Power · Available after school · Smaller portions available · Healthy eating points

TRY OUR *home-made* **SOUP** with freshly baked bread

SOUR DOUGH FRESHLY BAKED OPTIONS *every day*

TAKE US *home* Order and collect after school

DAILY *Chef Specials* Check what's on offer

Watch out daily for *culinera concepts*

HEALTHY APPETITE? *fresh leaves* Available every day

ALLERGENS - Please inform a Culinera Allergen Champion of any allergies or dietary requirements before purchasing items • Products are subject to local changes at each of our schools, and may not be on sale on the advertised day or at any point • We have daily specials available, which are priced individually at the point of sale • Due to the nature of our till systems, any special offers or meal deals need to be requested at the point of purchase to the till operator • Items detailed within our menu key are subject to local availability at each of our schools and may not be available on the advertised day or at any point.

[COOK]ED by culinera

SPRING - SUMMER 2025

WEEKS COMMENCING - 28/04, 19/05, 09/06, 30/06, 21/07, 08/09, 29/09, 20/10

WEEK 02

	Monday	Tuesday	Wednesday	Thursday	Friday
MAIN 1	Open chicken fajita with rice and corn salad	Beef Bolognese with penne pasta and chopped salad	The great British roast with all the trimmings	Peri peri chicken with wedges, corn on the cob and slaw	**The full works...** FISH & CHIPS *Culinera Chip Shop* *Vegan 'fish' box*
MAIN 2	Gourmet green veggie burger with sweet chilli wedges and Mexican slaw	Vegetable and lentil ragu with penne pasta and chopped salad	Spinach, chickpea and vegetable filo parcel	Garlic roasted vegetables with flatbread and yoghurt dressing	
MARKETPLACE STREET FOOD	Crsipy bacon crusty roll	Red onion jam pinwheel	Sausage roll or Vegan sausage roll	Cheese and marmite twist	
PASTA BAR	Mac 'n' cheese	Wok fried green noodles	Pasta arrabbiata	Tomato and basil pasta	
NEON	Garlic and herb potatoes with cheese	Bang bang cauliflower wings	BBQ wings with cajun potatoes	Loaded wedges with sour cream and salsa	
SWEETS	Vanilla frosted chocolate bun	Orange polenta cake	Rocky roll	Vanilla baked cheesecake	Glazed doughuts

Available every day

Pasta + Noodle Bar

Daily specials including:

NOODLES

Soy, chilli and ginger or Chow mein

Sweet Treats

Daily selection of pastries and cakes

MENU KEY: Vegan · Vegetarian · Added Plant Power · Available after school · Smaller portions available · Healthy eating points

TRY OUR *home-made* **SOUP** with freshly baked bread

SOUR DOUGH FRESHLY BAKED OPTIONS *every day*

TAKE US *home* Order and collect after school

DAILY *Chef Specials* Check what's on offer

Watch out daily for *culinera concepts*

HEALTHY APPETITE? *fresh leaves* Available every day

ALLERGENS - Please inform a Culinera Allergen Champion of any allergies or dietary requirements before purchasing items • Products are subject to local changes at each of our schools, and may not be on sale on the advertised day or at any point • We have daily specials available, which are priced individually at the point of sale • Due to the nature of our till systems, any special offers or meal deals need to be requested at the point of purchase to the till operator • Items detailed within our menu key are subject to local availability at each of our schools and may not be available on the advertised day or at any point.

[COOK]ED by culinera

SPRING - SUMMER 2025

WEEKS COMMENCING - 05/05, 26/05, 16/06, 07/07, 15/09, 06/10, 27/10

WEEK 03

	Monday	Tuesday	Wednesday	Thursday	Friday
MAIN 1	Spicy beef bowl with salsa, potato wedges and house slaw	Chicken parmigiana with Italian tomato sauce, spaghetti, chopped salad and garlic bread	The great British roast with all the trimmings	Katsu chicken curry with sticky rice and wok fried broccoli	**The full works...**  ***Culinera Chip Shop*** ***Vegan 'fish' box***
MAIN 2	Bubble and squeak burger with potato wedges	Spring vegetable spaghetti alfredo with chopped salad and garlic bread	Caramelised red onion tarte tatin	Crispy panko tofu katsu curry with sticky rice and wok fried greens	
MARKETPLACE STREET FOOD	Cheesy tomato and herb swirl	Sausage roll or Vegan sausage roll	Patatas Bravas	Mature cheddar and bacon pastry	
PASTA BAR	Red pepper pasta	Tomato and basil pasta	Asian noodles with sriracha	Tomato and basil pasta	
NEON	Thai green tofu curry box	Rainbow vegetable chow mein	Mexican beef meatballs	Ultimate mac 'n' cheese	
SWEETS	Crunchy crumble topped vanilla cake	Gooey brookie	Berry apple pie and ice cream	Culinera carrot cake	Strawberry Belgian waffles

Available every day



Pasta + Noodle Bar

Daily specials including:

NOODLES

Soy, chilli and ginger or Chow mein



Sweet Treats

Daily selection of pastries and cakes

MENU KEY: Vegan · Vegetarian · Added Plant Power · Available after school · Smaller portions available · Healthy eating points

TRY OUR *home-made* **SOUP** with freshly baked bread

SOUR DOUGH FRESHLY BAKED OPTIONS *every day*

TAKE US *home* Order and collect after school

DAILY *Chef Specials* Check what's on offer

Watch out daily for **culinera** *concepts*

HEALTHY APPETITE? *fresh leaves* Available every day

ALLERGENS - Please inform a Culinera Allergen Champion of any allergies or dietary requirements before purchasing items • Products are subject to local changes at each of our schools, and may not be on sale on the advertised day or at any point • We have daily specials available, which are priced individually at the point of sale • Due to the nature of our till systems, any special offers or meal deals need to be requested at the point of purchase to the till operator • Items detailed within our menu key are subject to local availability at each of our schools and may not be available on the advertised day or at any point.

Pupil Premium and Free School Meals

Every year Sandringham School receives funding from the Government to narrow the attainment gap of children from disadvantaged backgrounds. This funding is called a 'Pupil Premium' and it is linked to children being eligible for Free School Meals currently or within the last 6 years.

We have a designated Pupil Premium Co-ordinator, Gemma Lovett, who works closely with students and families to ensure we support families. Our main aim is to support Pupil Premium students in all aspects of their education to ensure that no child is disadvantaged due to their economic background.
This year utilising **Pupil Premium** we have:-



- **Provided bespoke one-to-one tutoring in English, Maths and Science**
- **Allocated Maths and English intervention groups**
- **Provided one-to-one mentoring**
- **Utilised our team of school counsellors who offer support to students who require it**
- **Recruited a team of Pupil Premium Champions who support a small group of students with their academic progress and make regular contact with home**
- **Provided families with vouchers for supermarkets during school holidays and school closure. We have also provided food bank vouchers to those families in need**
- **Supported families with accessing financial support for music lessons**
- **Provided students with financial assistance with school resources, curriculum led school trips and access to tablet devices (BYOD). We have also provided our most vulnerable students with financial assistance with uniform, PE kit and other school resources.**

Further information on our use of the Pupil Premium spending, its impact and integration in school life can be found on the school's website sandringham.herts.sch.uk/pupil-premium/

To apply for free school meals:
If you are a parent or carer, and you are in receipt of benefits, you may be entitled to apply for your child to receive free school meals, apply online now at www.hertsdirect.org/freeschoolmeals or call 0300 123 4048. The process is very quick and easy.



Alternatively, you can contact our **Pupil Premium Co-ordinator, Gemma Lovett:** Tel: **01727 799560** or email: **admin@sandringham.aetrust.uk**

TRAVELLING TO SCHOOL

We are fully committed to supporting all students and employees in travelling safely and sustainably to school, and to limiting the impact on our local environment and residents. Sandringham School took part in a **Safer Routes to School** project working closely with various agencies including the **Police and Hertfordshire County Council** and as a result were able to achieve many improvements in and around the vicinity of the school.

Improvements have included:



- A pedestrian crossing outside the school
- Restriction of parking outside the school
- Protective railings outside the school
- Two modern cycle storage units

The school has developed its own **Travel Plan** and continues to develop initiatives. Each year we see the vast majority of our students cycling and walking to school. In terms of health and fitness this has many advantages for young people as well as the opportunity to talk with friends.

Note: Cycling helmets are compulsory.

Walking, cycling and taking the bus to school are options that we would encourage our students to adopt rather than coming by car.

To support our travel initiatives, we are part of the **'HomeRun'** project to encourage sustainable travel and we would like to encourage as many parents and carers as possible to sign up now ready for students starting here in September; Please follow the link below to sign up to our private network:

HomeRun Activation Link: homerun-app.com/launch/san5296

Our HomeRun App network will allow you to:

- Access school travel information in one convenient place
- Find and arrange carpools, travel buddies, walking and cycling groups, and other available travel options to and from school
- Message parents from school securely and without the need to share contact details for car share
- Receive updates from the school about travel updates
- Help create safer streets and cleaner air for your children

In addition, the App will enable us to keep a record about how students are travelling to school and will enable us to work with the County Council to make improvements according to the data. Several other local schools are also involved in the project and have the potential to share data between us.

YOUNG CARERS POLICY

At Sandringham School, we prioritise inclusivity and value every child and young person, paying close attention to the needs of all our Young Carers.

We firmly believe that every young person deserves a comprehensive education, taking into account any challenging circumstances they may face at home.

Our **Young Carers policy** acknowledges and addresses these needs, aiming to alleviate the concerns Young Carers may have regarding their responsibilities at home and their schoolwork.

Key points of our school policy:

- **Designated link members of staff - Sally Francis and Shehala Neil,** located in Student Services, have been assigned special responsibilities for Young Carers.

- **Student awareness -** Ensuring all students are aware of the designated link person/persons for Young Carers.

- **Sensitivity towards Young Carers' needs -** We approach Young Carers with discretion and sensitivity at all times.

- **Information and updates -** Providing young people with relevant information about issues concerning Young Carers and informing them about available advice and support.

- **Sharing information -** Sharing information on a need-to-know basis, with the consent of the Young Carer, among staff such as Form Tutors, Performance Directors, and Senior Leadership.

- **Liaising with appropriate agencies -** Establishing communication with relevant agencies to ensure comprehensive support for Young Carers.

- **Considering alternatives -** If a Young Carer is unable to participate in out-of-school activities such as detention, sports coaching, or clubs due to their caring role, we will explore alternative options.

- **Supporting Young Carers -** their parents/carers, and family unit - Providing support and understanding to Young Carers, their parents/carers, and their immediate family members.

Through this Young Carers Policy, Sandringham School aims to create an inclusive and supportive environment that acknowledges and addresses the unique needs of Young Carers, enabling them to thrive academically and personally.

PERSONAL DATA – GDPR

Schools, Local Education Authorities and the Department for Education

(the Government Department which deals with education) all hold information on students in order to run the education system, and in doing so have to follow the **General Data Protection Act (GDPR) 2018.** This means that the data held about students must only be used for specific purposes allowed **BY LAW.** We are therefore informing you about the types of data held, **why** that data is held and to **whom** it may be passed on.

The school holds information on students in order to support their **teaching and learning**, to **monitor** and **report** on their progress, to provide appropriate **pastoral care**, and to **assess** how well the school as a whole is doing. This information includes contact details, **National Curriculum assessment** results, **attendance** information, personal characteristics such as **ethnic group**, **special educational needs** and any relevant **medical** information.

From time to time we are required to pass on some of this data to the **Local Authority (LA**), to another school to which the student is transferring, to the **Department for Education (DfE)**, and to the **Qualifications and Curriculum Authority (QCA),** which is responsible for the **National Curriculum** and associated assessment arrangements.

The **Local Authority** requires the school to provide information about students in order to carry out specific functions for which it is responsible, such as the admissions process or the assessment of any special educational needs the student may have. It also uses the data in statistical form, where students are not identifiable, to inform decisions on, for example, the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual students cannot be identified from them.

The **Department for Education** uses information about students for statistical purposes, to evaluate and develop education policy and to monitor the performance of the education service as a whole. The statistics (including those based on information provided by the **QCA**) are used in such a way that individual students cannot be identified from them. The **DfE** will feedback to **LAs** and schools information about their students where they are lacking this information because it was not passed on by a former school. On occasion information may be shared with other Government departments or agencies strictly for statistical or research purposes only.

Students, as data subjects, have certain **rights under GDPR**, including a general right of access to personal data held on them, with parents/carers exercising this right on their behalf if they are too young to do so themselves. If your child wishes to access their personal data, or if you wish to do so on their behalf, then please contact the relevant organisation in writing:

- **The school via the Data Manager** data@sandringham.aetrust.uk

- **The LA's Data Protection Officer at School IT Systems Support,**
  Hertfordshire Development Centre, Robertson House,
  6 Hills Way, Stevenage, SG1 2FQ

- **The DfE'S Data Protection Officer at DfE,**
  Caxton House
  Tothill Street
  London
  SW1H 9NA

Please note that all rights under GDPR to do with information about your child rest with them as soon as they are old enough to understand these rights. This will vary from one child to another and you will wish to consider the position for your child, but, as a broad guide, it is reckoned that most young people will have a sufficient understanding by the age of 13. We would therefore encourage you to share this note with your child if they are aged 13 or over.

Separately from **GDPR, DfE** regulations provide a student's parent, regardless of the age of the student, with the right to view, or to have a copy of, their child's educational record at the school. If you wish to exercise this right you should write to the school.

Further information, including changes due to GDPR can be found in our Privacy Notice and Data Protection Policy on the school website.

sandringham.herts.sch.uk/policies-statutory-information/

Providing Information to Services for Young People (SfYP)

For students **approaching or above age 13** the school is required to pass on information to the **SfYP**. This information includes the following data:

- **Name and address -** student, parents/carers
- **Further information -** relevant to the **SfYP's** role which is to support young people, helping them to achieve their potential and to realise benefits from education, learning and employment.
- **Please note:** Parents/carers/or the student themselves **aged 16 or over**, can ask that **no** information beyond **name and address** (for student and parent/carers) be passed on to **SfYP Herts.**
- If as a parent/carer, or as a student **aged 16 or over**, you **do not** want **SfYP** to receive information from us beyond name and address, then please contact the school within **two weeks** of receiving this notification.

Since, for students aged **16 or over,** the right to ask for information beyond name and address **not to be passed** to **SfYP** rests with the student rather than the parent, it is particularly **important** that you share this note with your child if they are of this age.

The LA and DfE may provide SfYP with information, which they have about your child, but will not pass on any information they have received from us if you or your child if aged 16 or over have notified the school that SfYP should not receive information beyond name and address.

Services for Young People

Department for Education

Hertfordshire

FRIENDS OF SANDRINGHAM SCHOOL (FO$S)

Friends of Sandringham School (Fo$S) is Sandringham School's Parent Teacher Association. We raise around £20,000 per year which goes towards buying equipment and other items for the school.

We organise a schedule of events:

- Y7 Welcome Barbeque, to help bring our new students and families together
- Christmas Fair, always well attended and a great way to start the festivities as well as raising much needed funds for the school
- Second hand uniform sales, to raise money but also to create a strong sense of community within the school and neighbourhood.
- Quiz and Comedy nights for adults only
- Y13 Prom support to celebrate the hard work of our Y13 students

What we have funded

All the money we raise goes back to supporting the school and our students. We are proud to support the academic faculties as well as extra-curricular activities and student/staff wellbeing.

Recently Fo$S has helped to purchase:

- Replacing the speakers and audio visual system in the Hall, which are used daily for assemblies and events
- Stage lighting for the SandPit Theatre
- Modular staging to enhance Drama
- New picnic benches across the site
- Subscriptions to publications for History, PRE and English
- Materials to support extra-curricular clubs such as Computer Science, and Genius Games and Speed Cubes for Maths Pi club
- A Piano and other instruments to be used initially for the popular Musical for a Day, and beyond
- Our new electric minibus which supports DofE, trips and sports fixtures
- And much more…!

Being part of the team

We would love you to become part of our team!

You can help support the school in several ways, including:

- Becoming part of our Committee to plan events and decide how to spend the funds with the Senior Leadership team
- Volunteering to help at events
- Signing up to support Sandringham School on the Easy Fundraising website or join Amazon Smile
- Checking whether the company you work for operates a matched giving scheme
- Donating second hand uniform
- Making a cash donation

Please consider giving a little of your time to enhance your child's experience at Sandringham School.

To find out more about getting involved, please contact us at **friendsofsandringhamschool@gmail.com**

Friends of Sandringham School. Charity number 803736

easy2name

Help us reduce lost property and make it easy for your kids to identify their belongings



School Code FR-SAND-85

Don't forget to enter our school's code at the checkout. We get 20% back from every order purchased!

Customers receive free shipping!

www.easy2name.com

Platinum ★★★★★
Trusted Service Award
For consistently delivering excellence 2020 feefo



CAMPUS MAP



Sandringham School
The Ridgeway
St Albans
Hertfordshire
AL4 9NX

Tel: 01727 799560
Email: admin@sandringham.aetrust.uk

www.sandringham.herts.sch.uk