Sandringham School
'Everybody can be Somebody'

Ambition Education Trust

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Letter No: 002/2025

1st September 2025

Dear Families,

Year 13 Introduction and Expectations

As the students embark on their final year at Sandringham School, I would like to reintroduce myself as the Year 13 Performance Director and take this opportunity to share some important information.

We understand that the step from Year 12 into Year 13 is a time of excitement and uncertainty as our students begin their final year of education at Sandringham. This year will present many challenges and our students will certainly be busy managing their studies, coursework, practical assessments, performances and revision in readiness for the exams. However, we also know that this is an incredibly exciting year and it is a real pleasure to watch our students begin to make decisions about their lives beyond Sixth Form.

I would like to take this opportunity at the start of the year to outline some of our key expectations of all students in Year 13:

Dress code: We expect our students to dress in a way that is suitable for a professional environment. Please review the **Sixth Form Dress Code** carefully. If you have any questions, please contact me directly.

Code of Conduct: We have very high expectations of the behaviour and conduct of our students, and expect our students to hold themselves to this very standard. Please review the **Sixth Form Code of Conduct** which provides more detail.

Attendance: We expect our students to make every effort to both attend school every day and arrive promptly. Please review the **Sixth Form Attendance Policy** which provides detail of our attendance expectations.

Registration: Morning registration starts each morning at **8.30am and lasts until 8.50am**. Registration is an important part of the day and is compulsory for all students.

Assemblies: Students in Year 13 will not have a regular weekly assembly (as they did in Year 12). Instead, we will hold assemblies at key points in the year which will be used to share key messages, careers and futures guidance, and opportunities. We will communicate the dates to our students well in advance.

Study sessions: All students will have a number of study sessions allocated on their timetable to complete home learning, consolidation and revision. As with their subject lessons, these are compulsory sessions.

Personal Development: All students will continue to have one hour of Personal Development (PSHE) on their timetable: this is a compulsory subject which will focus on key aspects of personal, social and emotional development.

Lunch: Students have the option to leave the school site to take their lunch break elsewhere, however, students must not bring food back onto the school site. Students must return to school promptly for the start of session 5.

Our Sixth Form cafe is open from 8.30am until 1.45pm each day selling a variety of hot and cold drinks and food. The school canteen is also available for them to purchase food or drink at break and lunch. All venues across the school site operate a cashless catering system.

Mobile phones: Mobile phones (and headphones) are allowed to be used in the Sixth Form block, but should not be used at all, or seen, around the rest of the site. Students who use their phones around the school site can expect them to be confiscated.

Identification: All Sixth Form students have an **ID badge and lanyard** that allows them access to and from the site. The ID badge and lanyard are a crucial element of our safeguarding policy and must be worn at all times.

Attendance and absence: We expect full attendance for all lessons and study sessions. If your child is unable to attend due to illness, a parent / carer must ring the school on **01727 799564 or email 6thformattendance@sandringham.aetrust.uk**

Bursary: Students are able to apply for a Post-16 Bursary, which is used to help fund the cost of equipment, textbooks and resources required for specific courses. For more information about eligibility, please read our **Sixth Form Bursary Guidance**. If you think you may be eligible, please complete a Bursary Application Form and return it to the Sixth Form by **Friday 19th September**.

Year 13 Trial Exams: Students will sit the next round of in school examinations over a two-week exam period. These will run between **Tuesday 6th - Friday 16th January 2026**. Students will be on study leave during this time.

Parent Consultation Evening: Our Year 13 PTC will be held on **Wednesday 4th February 2026** - this will provide a chance for parents / carers to meet with subject teachers and discuss the Year 13 trial exams.

Finally, there is a **Parent Information Evening** at school on **Tuesday 16th September at 5.30pm** which we will use to run through some key information about the final year of the Sixth Form.

All information about the Sixth Form, including the Sixth Form Handbook, Dress Code, Code of Conduct, and Attendance Policy, is available on the Sixth Form section of the Sandringham School website. Please do not hesitate to contact either your child's form tutor, or myself, if you have any queries or concerns.

I look forward to continuing to work with Year 13 in the year ahead as we support their next steps at this very important and exciting time.

Yours sincerely,

Katrina Clark
Performance Director: Year 13