

The Ridgeway, St. Albans, Hertfordshire. AL4 9NX
Telephone: 01727 799560
Email: admin@sandringham.aetrust.uk
Website: www.sandringham.herts.sch.uk

Acting Headteacher: **Mark Nicholls, BA (Hons)**
Deputy Headteacher: **Caroline Creaby, BA, M.Ed, Ed.D**
Deputy Headteacher: **Kate Mouncey, BSc (Hons) MA**

Letter No: 002/2026

2nd September 2026

Dear Families,

Year 12 Introduction and Expectations

I am writing to welcome you to Sandringham Sixth Form, introduce myself as the Performance Director for Year 12 and remind you of some important information.

We understand that the step from Year 11 into the Sixth Form is a time of excitement and uncertainty for many of our students and the Sixth Form Team is here to help make the transition as smooth as possible. The Sixth Form Team are really looking forward to working with our new students as they embark on their post-sixteen journey.

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 12:

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.

Absences: 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

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: All students will also have two morning assemblies throughout the week: a year group assembly led by the Director of Sixth Form and their Performance Director on a Monday, and a whole school assembly linked to the Thought for the Week on a Tuesday.

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 high standard. Please review the [Sixth Form Code of Conduct](#) which provides more detail.

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 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 to purchase food or drink at break and lunch. All venues across the school site operate a cashless catering system.

Mobile phones: Sandringham School is a **phone-free environment** and mobile phones should not be seen at any point during the school day.

Sixth Formers are permitted **discretionary use** of their mobile phone (e.g. to book a GP appointment or contact their employer) at either break or lunchtime, within the confines of the Sixth Form Centre. Using a mobile phone at any other time or in any other location will result in either a sanction or a confiscation of the phone, in-line with the school Behaviour Policy.

Identification: All Sixth Form students will be issued 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.

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 11th September**.

Parent Consultation Evening: Our Year 12 PTC will be held on **Thursday 19th November** - this will provide a chance for parents / carers to meet with subject teachers and discuss academic progress.

Finally, there is a **Parent Information Evening** at school on **Tuesday 8th September at 5.30pm** which we will use to run through some key information about 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.

Yours sincerely,

Katrina Clark
Performance Director: Year 12

