

Year 12: Key information for 2018-19

Absence

- If your son/daughter is absent from school for any reason, then please let the school know as soon as possible on the absence line: 01727 799564
- If your son/daughter is absent and we haven't heard from you, then we will contact home to let you know they are not in school
- If your son/daughter has to leave the school site during the day for medical appointments, then please either email: admin@sandringham.herts.sch.uk or send in a note of authorisation.

Attendance

- High attendance is key in ensuring academic success but we understand that genuine illness is unavoidable.
- All students must remain in school from 8:30am-3:00pm everyday (only going offsite for lunch if they wish).
- If your son/daughter's attendance drops below 90%, then we will contact home so you can support them in catching up missed work.
- Any student whose attendance drops below 85% may be placed on a contract to support improvement.

Assessment and Tracking

- There are several assessment points throughout the year when you will receive information about your son/daughter's effort and progress in their subjects (see key dates).
- Intervention from both subject staff and the sixth form team will be provided to support your son/daughter to achieve their best.
- You will be contacted if your son/daughter's effort or progress is a concern.

BYOD and Bursary

- The Bring Your Own Device policy encourages all sixth form students to have a small laptop that they can use to benefit them in their studies.
- If you require financial aid to support you in purchasing a laptop or other resources such as textbooks, then please enquire about the sixth form bursary.

Futures and Careers

- We encourage all students throughout sixth form to begin thinking about what their plans are for the future. Advice can be obtained from the sixth form team and subject teachers, particularly Mrs Boost who has time dedicated to careers advice.
- Information about university, apprenticeships and careers is provided as part of the Lifelong Learning programme.
- If your son/daughter is considering a competitive course such as Medicine etc, then it is important that they seek out relevant work experience now to improve their chances of obtaining a place.

Detentions

- If your son/daughter doesn't meet the basic requirements of punctuality, organisation, uniform and workload, then they may be issued a detention.
- These take place on a Thursday 3pm-4pm in the sixth form block.
- If your son/daughter is persistently late (receives 5 or more afternoon detentions for punctuality), then they will be issued a morning detention which will take place on a Monday at 7:30am in the sixth form block.

Contact us

Form Tutors

12A	Laura.Flynncoley@
12E	Clare.Meeking@
12F	Karen.Hay@
12FT	David.Williams@
12J	Rebecca.Dawson@
12N	Rebecca.Pratley@
12S	Karen.Roskilly@
12T	Zorica.Kovacevic@

Sixth Form Contacts

Sixth Form Administrator - Louise.Grubb@
Year 12 Performance Director – Katrina.Clark@
Director of Sixth Form – Kate.Mouncey@
Assistant Head Teacher – Jo.Cavanagh@
Learning Mentors - Deirdre.Cairns@ and Viv.Boost@

Year 12: Key dates for 2018-19

Induction for Year 12 students	Tuesday, 4 th September
First day of lessons	Wednesday, 5 th September
Year 12 Parent Information Evening (6.30pm)	Tuesday 11 th September
Learn to Live @ Alban Arena	Wednesday 19 th September
ELD 1 Phasels Wood	Wednesday 26 th September
Deadline for course change	Friday 28 th September
ELD 2	Tuesday 13 th November
Assessment grade 1 issued (report)	Thursday 15 th November
Learning Review Day	Thursday 29 th November
Occasional Day	Friday 30 th November
Start of Spring term	Monday 7 th January
ELD 3	Thursday 24 th January
Assessment grade 2 issued (report)	Thursday 31 st January
Year 12 Parent Teacher Consultation evening	Monday 11 th February
Year 12 Work Experience Placement	Thursday 14 th and Friday 15 th February
ELD 4	Wednesday 6 th March
Full reports issued	Thursday 25 th April
UCAS day	Monday 17 th June
Year 12 Threshold Exams	Weds 19 th June - Friday 28 th June
Exam results issued	Thursday 11 th July
Prize giving assembly	Wednesday 17 th July