



**Sandringham School**

*'Everybody can be Somebody'*

School information  
2019/20

1988

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SANDRINGHAM

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## Key Staff

Headteacher

**Mr. Alan Gray**

Deputy Headteacher

**Dr. Caroline Creaby** (*Maternity*)

Deputy Headteacher

**Mr. Fergal Moane**

Deputy Headteacher

**Mr. Mark Nicholls**

Assistant Headteacher

**Mr. Stuart Kemp**

Assistant Headteacher

**Ms. Claire Oakes**

Assistant Headteacher

**Mrs. Jo Cavanagh**

Assistant Headteacher

**Mr. Mark Allday**

Assistant Headteacher

**Ms. Athena Pitsillis**

Assistant Headteacher

**Mrs. Karen Paul**

Business Manager

**Mrs. Julia Shaw**

Premises Manager

**Mr. Paul Chandler**

Network Manager

**Mr. Dion Keyser**

Head's PA/Admissions  
Officer/Secretary to  
the Governors

**Mrs. Lesley Dunkley**

Chair of Governors

**Prof. Anna Cox**



## The School

Sandringham has an outstanding reputation for excellent educational standards combined with unique opportunities to prepare students for a rapidly changing world. There are 1,480 girls and boys aged 11-18, including 400 in the Sixth Form, drawn from many parts of the City, although predominantly from the area immediately surrounding the school. Our parents are extremely supportive and keen to see their children do well. We are well known for our high academic standards and excellent examination results.

The buildings are constantly under development to ensure an environment fit for learning. Latest developments include a £900,000 extension to the Sixth Form, a new £2m sports complex, a £3m maths, science and computing block and a £750k full sized floodlit 3G pitch. We are currently completing a further expansion with a new Library/English block and canteen areas.

The school ensures the very highest standards for all areas of the curriculum. In addition, we place a strong emphasis on Science, Technology, Engineering and Maths (STEM) subjects and the Arts.

# School Admissions

Sandringham School is an all-ability co-educational 11-18 Academy. Hertfordshire LA manages the transfer and entry to Sandringham School, overseen by an admissions working group of the Governing Body. Details of the admission criteria, for transfer in September 2020, are available from Mrs. Lesley Dunkley, Admissions Officer.

Our PAN is 240 students for 2020 intake.

The school is extremely popular and heavily oversubscribed.

## The Curriculum

### Key Stage 3 (Years 7-9)

Students follow a broad-based curriculum, which reflects the statutory National Curriculum.

All students receive one session of Lifelong Learning a week, which includes Citizenship, PSHE and Careers Education and Guidance delivered by their tutor.

#### In Year 7 students study:

- Computer Science
- Dance
- Drama
- English
- French/German
- Geography
- History
- Mathematics
- Music
- PE
- Philosophy, Religion & Ethics
- Science
- Skills for Leading and Learning
- Technology (*Food, Textiles and Resistant Materials*)
- Visual Arts

#### In Year 8 students study:

- Computer Science
- Dance
- Drama
- English
- French/German/Spanish
- Geography
- History
- Mathematics
- Music
- PE
- Philosophy, Religion & Ethics
- Science
- Technology (*Food, Textiles and Resistant Materials*)
- Visual Arts

**In Year 9** students are introduced to our Modular Curriculum, which allows them to exercise some choice over additional courses.

#### All Year 9 students study:

- Drama
- English
- French/German
- Geography
- History
- Mathematics
- Music
- PE
- Philosophy, Religion & Ethics
- Science
- Technology (*Food, Textiles and Resistant Materials*)
- Visual Arts



In addition, students have the opportunity to pursue, through the Modular Curriculum, optional courses in:

- Art & Design
- Business Studies
- Dance
- Debating
- Digital Creativity
- Drama
- Engineering (F1 in Schools)
- HPQ (Level 2)
- Food Technology
- Horticulture
- Media Studies
- Music
- Music Technology
- Philosophy
- Product Design
- Psychology
- Science (Forensic Science, CREST Award)
- Spanish
- Sports Leadership

## Key Stage 4 (Years 10 and 11)

Students continue to receive a broad based curriculum leading to GCSE or Level 2 equivalent vocational qualifications.

### Compulsory for all/most:

- English Language
- English Literature
- Life Long Learning
- Mathematics
- Modern Foreign Language  
(*French, German or Spanish*)
- PE or Dance
- Science  
(*Combined or Triple*)

### Years 10 and 11

Students can also choose from a wide range of other options subjects, including:

- Business Studies
- Computer Science
- Creative iMedia
- Drama
- Economics
- Fine Art
- Food Technology
- Geography
- History
- Hospitality & Catering
- Media Studies
- Music
- Photography
- Product Design
- Philosophy, Religion & Ethics
- Textiles
- Various vocational courses at Oaklands College

As well as pursuing academic qualifications, we actively encourage our students to develop their leadership skills. Within our KS4 curriculum, we provide opportunities for students to gain recognised Level 1 leadership qualifications in PE and Dance. Outside of the curriculum, there is an opportunity for students to gain all three levels of the Duke of Edinburgh Award (Bronze, Silver and Gold).

This award is specifically designed to support the personal and social development of students and is a highly regarded qualification by universities and employers.

## Post-16

We have a thriving Sixth Form offering a wide range of subjects and exceptional teaching. The Sixth Form enjoys substantial freedom and opportunities to participate in many extra-curricular and social activities including the Duke of Edinburgh Award Scheme and Young Enterprise Scheme.

We work in the **BeauSandVer** Education Trust with Beaumont and Verulam Schools. This partnership allows us to provide increased opportunities for all students, offering a wide range of A-Level subjects. A separate brochure is available as well as a comprehensive website for students interested in joining our Sixth Form.



### Examination courses are currently offered in:

- Applied ICT
- Applied Science
- Biology
- Business Studies
- BTEC Business Studies
- Chemistry
- Computer Science
- Dance
- Drama
- Economics
- English Language
- English Literature
- Extended Project Qualification
- Financial Studies
- Fine Art
- French
- Further Maths
- Geography
- German
- Government and Politics
- History
- Mathematics
- Mathematical Studies
- Media Studies
- Music
- Music Technology
- Philosophy and Ethics
- Photography
- Product Design
- Physics
- Physical Education
- CTEC Sport
- Psychology
- Sociology
- Spanish
- Textiles

*For full details on the curriculum available in the Sixth Form, please see the Sixth Form prospectus.*

## Extra-Curricular Life

We provide many opportunities for learning outside the classroom and actively encourage all students to participate in at least one extra-curricular activity. The main programme of activities includes:

- A Music Faculty offering a wide range of choral and instrumental groups which regularly rehearse during lunchtimes and perform at events throughout the year. The Music Faculty also has a tradition of conducting international tours and our students have performed in Russia, Venice, Prague, Barcelona, Dublin, Belgium and Holland.
- A very strong extra-curricular sports programme which combines competitive success with encouraging students of all abilities. School teams have reached many district and county finals and there are sporting opportunities for everyone.
- A Drama Faculty staging several full scale productions each year. School productions have included classics such as Les Miserables, Oliver, Aladdin, The Chronicles of Narnia: The Lion, The Witch and The Wardrobe, Our House, Bugsy, Romeo and Juliet, West Side Story, High School Musical, We Will Rock You, The Sound of Music and Grease.
- A Dance Faculty offering a busy community programme with clubs and classes taking place at lunchtimes, after school and in the evenings as well as SYCD (Sandringham Youth Contemporary Dance) and Velocity dance show.
- Out-of-school activities such as The World Class Schools Annual Essay competition and the Duke of Edinburgh Award (DoE).
- Many charity activities which raise around £10,000 each year for good causes.
- Annual visits to France, Germany, and Spain as well as visits to the theatre, galleries, concerts, sporting events and museums. We also hold an annual Enrichment Week, and organise skiing and international tours.
- A comprehensive House Programme including dance, drama, music and sport events each year.





## Academic Support

We have a comprehensive academic support system involving Parent Teacher Consultation evenings, a Learning Review Day, an integrated reporting cycle and many other information evenings concerning support for examinations and how to learn most effectively.

The Parent Teacher Consultation evenings are held once a year for each year group and provide an opportunity for parents and students to meet with their class teachers to discuss progress in individual subjects.

The Learning Review Day provides an opportunity for parents to discuss with tutors their child's progress across all subjects during a 15 minute session, which students should also attend. Parents are provided, in advance, with current information on their child's academic progress. At the session, targets for improvement are negotiated which are then monitored by the child's tutor.

In addition parents are invited to special curriculum evenings, for example, Year 9 Options and Sixth Form evening. There are also information evenings to support parents with final GCSE preparation and wider guidance on supporting their child.

Parents are welcome to contact the school at any time to discuss their child's welfare and progress. Such enquiries should be directed in the first instance to the child's Performance Director. Appointments can also be made with other members of the Leadership Group, including the Headteacher. Parents receive comprehensive termly reports highlighting academic progress and identifying areas for future development.



## Recognising Achievement

We have a powerful system of rewards to encourage positive attitudes to work and learning. The system develops as students progress through the school and we expect all students to be fully involved in receiving the various rewards for their endeavours.

Across the school, House points are issued by staff for day-to-day achievements in classwork and home learning. Certificates are awarded in assemblies as various milestones are reached (Bronze, Silver, Gold, Platinum and Diamond). In addition, exceptional pieces of work that require immediate recognition may be shown to the Headteacher for consideration for a Headteacher's Commendation. These are presented each Friday morning and details published in the weekly newsletter to parents. Tutors monitor the total number of House points received in their tutor group and the running totals are displayed at the end of each term.

We also encourage good attendance and certificates are awarded for 100% attendance at the end of each term and annually.

At the end of each year, Prizegiving Assemblies are held with academic, tutor and citizenship awards being presented. Parents of children receiving awards are invited to these special assemblies.

Our annual Awards Evening is held in December, to which students receiving examination certificates are invited together with their parents. We also include some students selected to receive special prizes at this event. These prizes are given for contribution to school life and in certain academic areas.



## Home Learning

All students are expected to complete home learning to support their studies. Teachers record home learning using an online tool called "Show My Homework". Students and parents have access to Show My Homework and should check this regularly. Students are also provided with a planner to help with their general organisation and planning.

## Public Examinations

It is school policy that all Year 11, 12 and 13 students are entered at GCSE/BTEC/A Level for all subjects in which they have followed a course.

## Access Arrangements

The school continues to invest in modifying the campus to ensure it is accessible to people with physical disabilities. We have made significant improvements to the site in recent years and welcome applications from students with physical disabilities. Please make arrangements to visit the school for further information and guidance.

## Meeting the needs of all students

Sandringham welcomes students of all abilities from the High Starters to those with specific learning difficulties. We use prior data from junior schools and other school-based assessment to help us identify students' abilities and likely progress.

We continue to develop our arrangements for the High Starters students and aim to:

- identify students with high prior attainment
- provide an appropriate curriculum for the able child
- provide opportunities within and outside the curriculum to challenge and develop the abilities of those identified as able students
- make staff aware of these students and of the provisions available for their support
- encourage students to develop their abilities and aptitudes.

Students who experience difficulties with their learning are assessed on entry to the school and are then placed on our school SEND register. The Learning Support Faculty organises and delivers support to those students on the Sandringham SEND register, which also includes students with an Education Health Care Plan. A full policy statement on SEND is available from the school office. Our SENCO is Mr. Chris Bloomfield.



## The Student Planner

To assist students in organising their learning they are issued with a Student Planner. The planner is much more than just a homework diary. It contains a great deal of important information about the school and students should have their planners in school at all times. Parents are encouraged to make comments, if appropriate, and to use the planner as a method of communication with the school.

## Character Programme

We have developed a character programme around 6 traits;

- Resilience
- Integrity
- Confidence
- Tolerance
- Aspiration
- Initiative

Over the course of their time at Sandringham, students are encouraged and supported to demonstrate these traits in order to help them develop into more rounded individuals.

## Pastoral Care

The pastoral system aims to ensure that students derive full benefit from the education we offer and is an integral part of school life. Students are divided into all-ability tutor groups in which they remain for five years. The work of the Form Tutors is monitored, co-ordinated and supported by the Performance Director who remains with the year group to provide stability and continuity throughout KS3 and KS4.

In addition to the traditional tutor system, all tutor groups belong to one of eight Houses; Austen, Elgar, Fawcett, Johnson,

Hepworth, Newton, Shakespeare and Turing. It is through the House system that we encourage students of all ages to work together and help each other.

We have a team of Sixth Formers who receive training so that they may act as peer support for younger students needing a sympathetic ear, and may offer advice about day-to-day problems. An extension of this is our "Buddy" system where Sixth Formers are assigned to one or two new Year 7 students to guide and help them in their new school.

## Religious Studies, Assemblies and Collective Worship

Sandringham is a community with shared values and a clearly identified ethos. These values are essentially Christian in nature, but we welcome students from any religious background. Philosophy, Religion and Ethics is delivered as a discrete subject at Key Stages 3 and 4 and through Extended Learning Days in the upper school and Sixth Form.

Each year group has regular assemblies, which reflect the religious calendar, celebratory occasions and special events in the life of the school. During registration each morning there is a theme of the week and connected Thoughts for the Day. Parents have the right to withdraw their children from all or part of the PRE programme and collective worship provided.



## Behaviour and Discipline

### Code of Conduct and Behaviour Policy

Any large community needs a set of clear, simple guidelines in order to ensure there is a calm and purposeful environment in which to work and learn. The Sandringham Code of Conduct is constructed around the 3 'Rs' of:

- Respect
- Responsibility
- Relationships

Sandringham School operates a zero tolerance approach to bullying. Students are encouraged and expected to report all incidents and parents can be assured that the school will deal with such incidents swiftly and effectively. The school's Anti-Bullying Policy is available from the school office and a supporting statement drawn up by the school's Student Leadership Team is to be found in the Student Planner.

Our Behaviour Policy sets out, in detail, how general discipline is maintained in the school. This is achieved principally through the pastoral curriculum and is firmly based on positive reinforcement. A rewards system of House points and achievement awards further enhances this. Sandringham does not tolerate inappropriate or unacceptable behaviour and students are constantly reminded about the standards of behaviour expected. A copy of the school's Behaviour Policy is available from the school office and the school website.



## Careers Advice and Guidance

Sandringham School is committed to providing a planned programme of careers education for all students in Years 7-13 and information, advice and guidance (IAG) in partnership with the local YC Hertfordshire Careers Service.

All young people need a planned programme of activities from Year 7 onwards to help them make the right 14-19 choices and manage their careers throughout their lives. This includes opportunities to meet employers, apprenticeship providers and Universities. Schools have a statutory duty to provide careers education in Years 7-11 (2018 Statutory Guidance) and to give students access to careers education and guidance.

Students in Year 9 receive careers advice prior to making option choices for Key Stage 4. Careers lessons are timetabled throughout years 7-11. All Year 11 and 12 students are offered interviews to help them decide their future. Careers Advisers attend parents' evenings to advise on the choice of options.

Students are encouraged to use the extensive Careers and Connexions Library and our online platform Unifrog, and students and parents may consult the careers staff.



## School Meals

A 'cashless cafeteria' operated by Chartwells provides hot and cold meals and snacks before school, at break time and lunchtime. We operate a cashless system which can be topped up before school, at break or lunchtime. Full details of the system are issued to all parents of new students. Students may bring a packed lunch, these are to be eaten in the dining area. Details about the provision of free school meals are available from Mrs. Julia Shaw, Business Manager.

## Community Links

Sandringham has significant links with the community through arts activities, sports and many other areas of school life. We see the school as an extension of the local community, and encourage students to be involved in work outside the school. This includes weekly visits to the local church to meet the elderly, for example.

## Health Education

A co-ordinated programme of Relationships, Sex and Health Education (RSHE), both formal and informal, is delivered to all students when appropriate. It is related to the age and gender of students. It is dealt with in a sympathetic and sensitive manner, with group discussions taking place in an atmosphere of mutual trust, respect and confidence. Students are encouraged to take responsibility for their own behaviour and moral viewpoint. A full policy is available from the school office.

## Work-Related Learning

We have developed links with a wide variety of employers so that all Year 10 students have the opportunity to work as employees for one week during the year, to broaden their horizons. Opportunities for work experience/visits/job-shadowing are made available to Year 12 students, and Year 7 students can shadow their parents for one day. In addition, visiting employers from a range of professions talk to each year group in school.



## Attendance

It is Sandringham policy to maintain good attendance, which presently stands at **96.3%** across the school. Whilst some absences, such as for illness, are quite unavoidable, we find that students with a full attendance are more confident and more successful in their studies.

The following routines detail how we monitor attendance:

- Parents must inform school immediately a student is absent.
- Parents of any student who is absent with no explanation will be contacted.
- Continued and frequent absences, with no satisfactory explanation, will be referred to the Attendance Improvement Officer.
- Only the Headteacher can authorise an absence from school.
- Random attendance checks will be operated during the day to deter unauthorised absences from lessons.
- Detentions will operate on a weekly basis for students involved in unauthorised absences.
- Rewards will be given for good attendance and where a marked improvement in attendance is achieved.
- Recent changes in legislation make it clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. If you feel that the circumstances are exceptional then an application should be made to school, prior to any arrangements being made. School will then decide whether or not the absence can be authorised.

### Authorised/Unauthorised Absences - School Year 2017/2018

Number on Roll (Years 7 – 11) **1,041**

Percentage of half days missed:

	Overall Attendance
<b>Sandringham School</b>	<b>96.3%</b>
Hertfordshire Average*	94.8%
England Average*	94.5%

*\*Hertfordshire and England figures from 2016/17*

## School Uniform

Students in Years 7-11 are expected to wear full school uniform. The uniform is very smart and distinctive, and upholds the value we place on high standards at every level in the school. Students are proud to wear their uniform and are excellent ambassadors for the school. Students in the Sixth Form have a smart dress code which reflects a general business look, appropriate for their role as lead learners in the school. A detailed uniform list is available from the school office and is also to be found in the Student Planner.

## The School Day

Students can be in school from 8.00am to 4.30pm for lessons, library work and community activities.

The daily timetable is:

8.30 am	Registration and Tutorial
8.45 am	Session 1
9.45 am	Movement
9.50 am	Session 2
10.50 am	Break
11.10 am	Session 3
12:10 pm	Movement
12.15 pm	Session 4
1.15 pm	Lunch
2.00 pm	Registration and Session 5
3.00 pm	Community Time (Voluntary)

The library is staffed until 4.30pm every day (except Friday when the library closes at 4 pm); students may work in there until then. After 4.30pm, any student who is being collected by parents must wait in reception. The school cannot accept responsibility for students after 5.00pm, unless they are taking part in a supervised sport, drama, music, dance or curriculum activity.

# Sandringham School Policies

## Equal Opportunities

Sandringham aims to embrace the needs of all students and to provide:

- A broad, balanced and differentiated curriculum relevant to the needs of each individual
- Maximum possible access to and stimulus within the school curriculum
- An environment where no student suffers adverse discrimination on the grounds of educational, physical, ethnic, religious or social circumstances.

A copy of our full Equal Opportunities Policy is available from the school office.

## Access to student records and other information

Parents should contact the school if they wish to visit the school and/or see the following:

- Further information relating to the National Curriculum
- Any agreed school policy documents

## Admissions

The Governing Body determine our admission criteria on an annual basis. Details can be found on our website.

## Charging Policy for Activities

Some learning and educational activities will incur a charge to parents, but no student will be excluded from the activity if a contribution is unable to be made. An activity may have to be cancelled if insufficient contributions are made. Payments for all activities can be made by instalments. A full policy statement is available from the school office.

## Child Protection

Mr. Stuart Kemp, Assistant Headteacher, has special responsibility for child protection. The school has a responsibility for ensuring that the children in its care are protected from abuse, and in the case of suspected abuse, he will ensure that the appropriate LA procedures are followed.

## Communications

All parents and students new to the school are asked to sign the Sandringham School Home/School Partnership. This document sets out what parents and students can expect from the school and details the responsibilities of both parents and students. The intention of the partnership is to ensure that the basis for supportive relationships between home and school are established. The document has no legal status.

## Complaints

Any parent contacting the school with a complaint can be sure of a swift, efficient and courteous response. The policy covering all complaints procedures is available from the school office.



## Friends of Sandringham School (FoSS)

The Friends of Sandringham School are a group of parents and staff who work together to provide a number of social activities throughout the year and support many school events such as Open Evenings and productions. One of the core aims of FoSS is to help raise funds for the school and through this fundraising, support the running of the school mini-buses and other essential services. All parents are automatically members of FoSS and we welcome anyone who is able to provide a little time to help support their child's school.

*Please note that the information given in this brochure was correct as at May 2019. It should not be assumed that there have been no subsequent changes before the start, or during, the academic year 2019/2020.*



## Sandringham School

Headteacher - **Alan Gray**

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Alban Academies Trust

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**Artsmark**  
Platinum Award  
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