Sandringham School
'Everybody can be Somebody'

Ambition Education Trust

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

Letter No: 075/2026

3rd November 2026

Dear Families,

Year 12 Family-Teacher Consultation (FTC) Evening – Thursday 19th November

A reminder that the booking window for appointments (via the SchoolCloud platform) for the upcoming Year 12 Family-Teacher Consultation Evening opens on **Tuesday 3rd November at 6:00pm** and will close on **Tuesday 17th November at 7:00pm**. Should you wish to make any changes after this date please contact: grubbl@sandringham.aetrust.uk

The Year 12 FTC will take place as a **face-to-face evening in school**. Appointments have been pre-set at either **5 or 10 minutes** (depending on the subject). Appointments can be made between 3:45pm and 7:15pm.

A reminder that if a student has more than one teacher for a subject, please note that the system has been configured for one appointment with one of their teachers who will be able to discuss progress across the whole subject with you. This booking can only be made by the "**first priority contact**" we have on file from your data forms. If two parents/carers wish to attend, please note that only one can make the reservation, though both may attend either in person.

In exceptional circumstances, contact: admin@sandringham.aetrust.uk to discuss.

To book your appointments, please visit https://sandringhamschool.schoolcloud.co.uk/.
Attached to this email is a short guide to help you access the site. You will need the following details to log in:

- Parent/Carer's Email Address (the one registered with the school)
- Password (you may need to create a password if it is your first login)

Please note that you will also receive an email from School Cloud shortly before the bookings open with a link to the booking system where you only need your child's date of birth to validate your login. To help organise the order of your appointments, please review the Site Map (with subject locations) attached.

We look forward to seeing you on **Thursday 19th November.**

Yours sincerely,

Neil Miller
Assistant Headteacher