Sandringham School
'Everybody can be Somebody'

Ambition Education Trust

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Deputy Headteacher: Kate Mouncey, BSc (Hons) MA

Letter No: 086/2026

9th November 2026

Dear Families,

Pastoral Review Day: Wednesday 25th and Thursday 26th November 2026

This is a formal reminder of the arrangements for Pastoral Review Day later this month.

Students will not be in school on Thursday 26th November. On Thursday, outside of their scheduled appointment, they should spend the day engaged in either completing home learning, working on activities from the school's super curriculum, working on coursework or exam revision. Relevant work will be added to Google Classroom by teaching staff.

Learning Review Day will be held virtually using the SchoolCloud video conferencing system. This system allows you to select your own appointment time for a 10-minute session focused on your child's wellbeing and personal development. There is an expectation that both students and family members attend. There is no option to attend in person. Most appointments will be with tutors, pastoral leaders or members of the Leadership Group.

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 via video link by sharing the details if you are at separate locations. To use this feature, go to your booking and select the "Invite Parent/Guardian" button, then enter the email address of the second parent/carer. They will receive a link to join the appointment. 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's Email Address (the one registered with the school)
- Password (you may need to create a password if it is your first login)

These same login details will also allow you to access the appointment on the day.

Appointments are available for the evening of Wednesday 25th November (3:30pm – 7:30pm) and the morning of Thursday 26th November (8:30am-11:45am).

Please check the device you plan to use for the appointment in advance to ensure the camera and microphone are working properly. We kindly remind you that, in line with GDPR legislation, consultation meetings should not be recorded.

Change to the Booking Window:

As a revision to previous correspondence, the booking window will now open on Monday 16th November at 6:00pm and closes on Tuesday 24th November at 12:00pm midday. Apologies for any inconvenience. If you need to make changes after this date, please contact data@sandringham.aetrust.uk

An additional reminder will be sent prior to the booking system opening. Thank you for your ongoing support.

Yours sincerely,

Neil Miller
Assistant Headteacher