



Headteacher: **Mr J Grant**

Sackville School, Lewes Road, East Grinstead, West Sussex RH19 3TY

Tel: 01342 410140 Fax: 01342 315544

Email: [secretary@sackville.w-sussex.sch.uk](mailto:secretary@sackville.w-sussex.sch.uk)

[www.sackville.w-sussex.sch.uk](http://www.sackville.w-sussex.sch.uk)



30<sup>th</sup> June 2015

Dear Parent/Carer

We will be pleased to welcome your son/daughter to the sixth form in September 2015. We hope that they will have an enjoyable and successful time here.

Enrolment for year 12 students is on **Tuesday, 1st September 2015** in the sixth form area as detailed below

Students	Time
New students to the school	09:20 meeting with Mr Whitehead, then enrolment
<b>Existing students</b>	
Surname A-G	10:00
Surname H-O	10:45
Surname P-Z	11:30

As you will be aware, GCSE results come out on **Thursday, 20<sup>th</sup> August 2015** and we will be available to talk about options at this time. We will also of course be able to discuss choices at enrolment.

You can also e-mail us should your son/daughter wish to change any of their choices made for AS level. Please note that subject choices will have to fit in with the blocks attached. Only one option can be taken from each block.

The first day of term for students is Thursday, 3rd September 2015 and all students will be expected to register at 8.25am with normal lessons beginning period 2. On Wednesday, 9<sup>th</sup> September 2015 there will be individual and group photographs and normal lessons will continue.

Parents' evening is provisionally set for 26<sup>th</sup> November 2015, with reports due to be sent home at the start of March 2016.

I would like to take this opportunity to outline some of the new privileges and responsibilities that your son/daughter will have. All year 12 students will be expected to attend an assembly at 8.25am on Thursday mornings. We consider this a very important event as it is one of the few occasions where the group comes together formally. It gives us a chance to give out and explain important notices and administrative issues. It is for these reasons that attendance at assembly is compulsory for all students.

**For the first two weeks of each new term students must register with their form tutor. They will also be required to attend registration on the first day after each half term.**

There will be no need for students to register at any other time as this will be done automatically at the start of each lesson. Students are asked to attend a meeting with their form tutor for a one-to-one tutorial once every half term. This time is to be arranged between tutor and student.



If a student has any queries or needs advice, the tutors, Mrs Underdown (KS5 Student Support Assistant - [hunderdown@wsgfl.org.uk](mailto:hunderdown@wsgfl.org.uk)) and ourselves will be available to help. The e-mail addresses of your son/daughter's form tutor are below:

*Mrs Richards – Irichards1@wsgfl.org.uk*

*Mr Payne – jpayne27@wsgfl.org.uk*

*Mrs Howell – khowell2@wsgfl.org.uk*

*Miss Hilaly – khilaly@wsgfl.org.uk*

*Mr Hatton – ahatton@wsgfl.org.uk*

*Mrs Fleming – jfleming@wsgfl.org.uk*

*Mrs Beasley – abeasley@wsgfl.or.uk*

Absence from lessons is unacceptable without good reason and an attendance record will be kept. If your son/daughter is absent due to illness or has a medical appointment please call or email the school on the morning of the absence. If your son/daughter arrives late for a lesson they must report to Mrs Underdown, to record the time they arrive and the reason why they are late.

There are a range of study areas available to sixth formers, including the sixth form library and the Sackville Centre which are equipped with desks and computers exclusively for their use. Students also have their own relaxation area adjacent to the canteen where hot drinks are always available.

At the end of this letter we also append our 'expectations sheet' for the sixth form.

This year we have asked subject teachers to notify students of anything they can do over the summer holidays to help with their studies, and any other information they want you to have. Please see the information sheet enclosed with this letter.

Students are also required to make a contribution of £40. This goes towards paying for outside speakers, events such as the higher education fair and other necessary enrichment activities. Please ensure that your son/daughter brings in cash or a cheque payable to 'Sackville School'.

You may have heard of the school bursary fund, the successor to the Educational Maintenance Allowance. Details of how this limited fund will be used in Sackville will be included in the Headteacher's annual letter at the start of the new academic year.

Should you have any queries please do not hesitate to contact us. We hope you have an enjoyable summer.

Yours sincerely



Mr D Whitehead  
**Head of Sixth Form**



Mrs H Valentine  
**Deputy Head of Sixth Form**