



Families' Bulletin - Monday 6 February to Friday 10 February 2023

HEADTEACHER'S MESSAGE

Dear Families

The events of this week were perhaps somewhat dominated by the strike action that took place on Wednesday. I know that any disruption to learning is far from ideal however, I am pleased at the way that students and staff adapted to ensure that learning could continue. Year 7 students worked hard in school and those in the other year groups who engaged in their live lessons via Google Meet and took advantage of the wealth of resources on our website, did equally well.

There are still **3 further scheduled days of industrial action** that are due to affect West Sussex. These are:

- Thursday 2 March 2023
- Wednesday 15 March 2023
- Thursday 16 March 2023

We are already working towards a plan for those days so that we are able to give you plenty of notice. We will be prioritising in-school sessions for those students taking examinations this summer as it is likely that we will have a large number of teachers unavailable for work as was the case this week. We will however, do our very best to have as many students in school as possible, with their safety being of paramount importance.

Please note that we also have a long standing and pre-planned **INSET Day on Monday 6 March** during this same period, which we are unable to move.

In other news this week, many of our **Year 9** students enjoyed a bowling **rewards trip**. Congratulations to all of them for their hard work. Whilst there was some thin cloud cover on Wednesday evening at this month's **Observatory Open Evening**, it didn't stop around 40 guests from getting a close up view of the Moon and Mars. You can see more information and some photographs on our Facebook page [HERE](#). Last night we had a full hall of students and their families attending our **Higher Education Fair**. We had guests from 14 universities from across the country including Sheffield, Lancaster, Canterbury, Stirling, Aberystwyth and university of Creative Arts. Speakers included Emma Fallon from Sussex University who spoke about how to choose a university and university course, followed by James Brooklyn from Ask regarding apprenticeships. East Surrey, Plumpton and Chichester Colleges were also in attendance. It was wonderful to see so many students there from across years 9-12 planning their future.

And finally, this weekend is the set-up weekend for our **school show Grease**. It will be all hands to the deck, painting sets, setting up the lighting and bringing the onstage performers and the music together as they move into their final few days of rehearsals. I am looking forward to seeing the culmination of all of the hard work our talented students have put in over the last few months.

Have a lovely weekend.

Jo Meloni
Headteacher

Key Dates

Tuesday 7 February
 Wed 8, Thurs 9 and Fri 10 February
 Friday 10 February
 Friday 10 February
 Friday 10 February
 Friday 10 February
Monday 13 – Friday 17 February
 Monday 20 February
 Wednesday 1 March
 Monday 6 March
 Tuesday 7 March

Year 13 - Talk delivered by Newcastle University 3.00pm - 4.00pm
GREASE - School Show
Years 7 to 9 – Influenza **Vaccination** Programme
Year 8 - HPV **Vaccination** - 1st Dose
Year 9 - HPV **Vaccination** - 2nd Dose
Year 11 Art Trip - Tate Britain
Half-Term Break
 Return to school after half-term break
 Observatory Evening – 7.00pm to 9.00pm
INSET Day
Year 10 – Hospitality & Catering Exam (Actual)

You can view the full parents' calendar [here](#)

Hot Chocolate with the Head



I had another great end to the week as I was joined by Theo, Oskar (Year 7), Scarlet (Year 8), Jayden, Maud and Anna (Year 13) for my Hot Choc Friday reward group. I say this every week but listening and watching the younger students engaging with the sixth formers and vice versa is such a pleasure to see. Strengthening those links is so important with older students acting as such positive role models for others to aspire to and them all sharing their stories of school and hobbies and interests. As a special treat this week we got to hear Scarlet sharing news of her horse-riding win at the Equitogs Arena Eventing Final.

Congratulations to Scarlet and her horse, Dream.

Ms Jo Meloni
Headteacher



Extra-Curricular Clubs

Year 7 & 8 – New Dance Club

A new dance club for our year 7s and year 8s is to start from the first week after half term, Friday 24 February. This will be held after school in the top gym.

Mrs Emma Weatherby and Miss Dayna Parchment

We offer a wide range of after school activities at Sackville. You can browse through all the clubs, by year group, via the website parent link [HERE](#).

If you have any questions regarding a particular activity, please contact the member of staff who is running the club.

Safeguarding - On-line

Safe Against Scams



More than ever before, we have been relying on technology to enable us to work, learn and connect with each other. Inevitably, criminals have exploited and used our increased digital lives to their advantage. This has resulted in a rise in scams including: telephone, courier and romance fraud which have all become an increased concern in West Sussex. Not only is there the financial impact on victims but the emotional impact can be even more significant.

To help raise awareness of these different types of scams, how to spot them, and what to do if you or your family become a victim, the West Sussex Community Safety & Wellbeing Team, alongside Trading Standards, are running free monthly scams awareness webinars for you to attend.

7 February 14.00-15.30. Reserve a space [here](#)

Mr Kevin Treen

Wellbeing



Next week is Children's Mental Health Week organised by Place 2 Be, they are marking their ninth year. This year's theme is **Let's Connect** and the focus is making meaningful connections for everyone. We all know that people thrive in communities and connections with one another are vital for our wellbeing. Healthy connections with loved ones, whether they are friends or family, helps support mental wellbeing and our sense of self. We also know that feeling lonely, isolated and disconnected can have a negative impact on our mental health and wellbeing. I only need to cast my mind back to the national lockdowns to remember how difficult I found it being so disconnected from people.


Life can be very busy and you could go so far and say, hectic, and I know when I feel busy and stressed I become less present when someone is talking to me. I find that I have not heard and remembered what someone has just said to me as I was "multi-tasking" and busy scrolling on my phone or replying to an email or message. This can lead to confusion and conflict between me and the other party. Next week, I am going to carve out different times where I am device free and make the most of the time I have with my family to be fully present and connected with them.

If you are interested in striving for more meaningful connections with your loved ones, please see the two page [Top Tip Sheet](#).

I have also enclosed the Action for Happiness' calendar for February and their focus is Friendly February. I think the work of both Place 2 Be and the calendar fit together very well.



Vacancies


Sackville School
 TOGETHER WE ACHIEVE

PA to Headteacher
 Required March 2023
 Starting salary Grade 7 - £25,408 -£27,851 (FTE) per annum

Following the retirement of the current post holder, we are looking to appoint an exceptional Headteacher's PA to join our team. This is an exciting, challenging and varied post sitting right at the heart of our school and through which you could make a real difference to our community.

- Are you an experienced PA or administrator looking for a new challenge in a large school?
- Do you want to use your excellent organisation skills at a high level, and help make a difference to the lives of young people?
- Do you have excellent communication skills, strong emotional intelligence and an ability to prioritise a busy workload?

If so, this could be just the position you have been waiting for.

This role provides vital confidential, personal and administrative support to the Headteacher. You will maintain electronic diaries, organise meetings and events, write correspondence and be the first point of contact for anyone seeking contact with the Headteacher, as well as overseeing the administration of the staff recruitment process.

We are looking for someone with excellent communication, administrative and organisational skills, alongside the ability to lead others and bring out the best in them. You will be responsible for line managing the main school office team, reception and reprographics staff. You will therefore need to be confident, proactive and have the aptitude to work independently, and lead a small team.

Sackville is an exceptionally friendly and supportive community built on strong relationships which allow every student to thrive. We have acquired a deserved reputation for fighting for every child, to support every student in achieving their full potential and develop a lifelong love of learning. Our GCSE results are consistently strong with extremely positive progress scores. Our sixth form is also thriving and successful.

Previous experience of being a PA would be beneficial, as would experience of working in a school setting. However, first and foremost we are looking for the right person to complement our existing team. Someone with the right skills, qualities and aptitude to grow in the role and with us, as we work together to realise our ambitious aims for the school.

Please return the completed forms to Ms Jo Meloni together with a letter of application, of not more than two sides of A4, outlining:


- How your previous skills and experiences have suitably prepared you for this role
- What you feel would be the priorities of the role.

39 hours per week, term time only plus INSET days, plus three additional weeks (during Aug/Sept).
 Salary NUC Grade 7: £25,408-£27,851 (FTE) per annum (£24,639-£26,986 actual pro rata)

Deadline: Monday 20 February 2023. Interview scheduled for Friday 24 February.
 We reserve the right to shortlist and interview prior to the closing date, so early applications are encouraged.

Further details are available on our website www.sackvilleschool.org.uk or from Mrs K Rowlingson PA to the Headteacher, on 01342 414900 / krowlingson@sackvilleschool.org.uk.


Please address your letter of application together with the application form and safer recruitment form (available on the school website) to Ms Jo Meloni Headteacher, and send to krowlingson@sackvilleschool.org.uk.



Lewes Road, East Grinstead, West Sussex RH19 3TY Tel: 01342 410140

Sackville School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service.


Sackville School
 TOGETHER WE ACHIEVE

Study Supervisor
 Required February / March 2023 - Full time / Part time
 Grade 4

Sackville School is a community of like minded people with a shared vision to provide the best possible learning experiences, in a friendly, safe and welcoming school. We have high expectations and ambitions for all our students and live by our motto 'Together We Achieve' and our shared school values.

The role of study supervisor plays an important part in achieving our vision in the classroom and beyond. You would be engaged in supervising classes for absent teaching staff, invigilating examinations, and assisting with administration. You will also have the opportunity to join student groups on trips and visits throughout the year.

You do not need to have previously worked in a school environment, full training will be provided. All that we ask is that you have a genuine desire to work with young people, the ability to engage with them on a professional level to get the very best out of them and the commitment to learn and be part of our great team.

We are unapologetically ambitious for every child, no matter what their background, prior attainment or needs. We are an inclusive school and believe that all young people have gifts, talents and interests, it is our job to provide the opportunities and encouragement to help them flourish.

The successful applicant will:

- Be able to support in the delivery of high-quality learning experiences for all students.
- Have high expectations of learning and behaviour, inspiring and motivating our students to learn.
- Be supportive, understanding and skilled in building positive, professional relationships with young people.
- Seek to make learning exciting and a positive experience.
- Communicate well with parents, carers and members of staff, as well as students.

Hours: 30 hours per week, term time only
 Part time hours will be considered

Salary range: Grade 4, point 5 £21,575 - £21,968
 (pro rata £24,600-£25,674 based on 30 hrs/4w term time only)


Sackville is a vibrant and successful school. We enjoy a positive relationship with our local community, are oversubscribed and gain consistently strong outcomes for our students.

If you feel that this is a role that you would enjoy and you would like to be part of our team, feel free to contact us to arrange an informal visit or to apply.

Further details are available on our website <http://www.sackvilleschool.org.uk> or from Mrs K Rowlingson PA to the Headteacher, on 01342 414900 krowlingson@sackvilleschool.org.uk.

Please address your letter of application together with the application form and safer recruiting sheet (available on website) to Ms Jo Meloni, Headteacher.


Closing Date: 9:00 am Friday 3 February 2023, interviews are scheduled for: w/c 6 February although we encourage early application as we reserve the right to interview prior to this date for the right candidates.



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Sackville School
 TOGETHER WE ACHIEVE

Invigilators Required

We are seeking to recruit new invigilators, term time, for exam periods only. We presently have a group of dedicated invigilators, and are looking for individuals to expand the team, who can promote a supportive atmosphere for our students so that they achieve their best.

A good command of written and spoken English is essential for this role together with an ability to communicate confidently with both staff and students.

This role will suit applicants looking for flexible working hours both in school and after school hours with emphasis on being available for at least 3 days per week for both morning and afternoon sessions during the busy examination season (May and June 2023) as well as several other times throughout the academic year for pre-public (mock) examinations.

Applications are invited from candidates who have:

- The ability to work well in a team as well as having the initiative to work alone
- The ability to respond quickly and implement necessary action in unexpected/ emergency situations

Invigilation will be on an ad-hoc basis. Hours of employment will vary greatly throughout examination periods. Exact dates and times will be agreed prior to each examination session and will be dependent on the work available and the availability of the applicant.

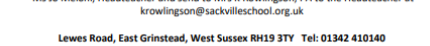
£10.65 per hour (inclusive of holiday pay)

Further details are available from Julie Beswick

01342 410140

Please address your letter of application together with the application form to Ms Jo Meloni, Headteacher and send to Mrs K Rowlingson, PA to the Headteacher at krowlingson@sackvilleschool.org.uk

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Please follow the appropriate link to view any current vacancies within [teaching](#) and [support staff](#) areas of the school.

External Clubs, Events and Services

Volunteer Fair – Saturday 4 February 10.00am – 12.00pm

We have the following groups coming along, we would love young people to come along as we want to open the conversation and show what a positive impact young people can have. But not only for the young people, also for the parents to set example and volunteer for themselves and the community:



EAST GRINSTEAD AREA

Volunteer Fair

Give the gift of time to your community - come and meet the local groups and charities that are looking for volunteers just like you! Find out what roles they have available and how you can get involved

 **FREE HOT DRINK***

Saturday 4th February
10am - 12pm

The Crown Public House
35 High St, East Grinstead RH19 3AF

*Limited availability

  www.msva.org.uk
01444 258102
Registered Charity: 1158780

 **MSVA**
Mildenhall
Voluntary Action

Age UK East Grinstead & District, Quarry Cafe & Community Fridge, Grenestede Talking News, Citizens Advice, East Grinstead & District Lions, Kangaroos, East Grinstead Community Bonfire, SSAFA The Armed Forces Charity, St Catherine's Hospice, Being Neighbourly and Jigsaw (South East).

Half-Term Self Defence & Personal Safety Workshops



ACTIVELY SAFE

SELF DEFENCE & PERSONAL SAFETY WORKSHOPS

HALF TERM WORKSHOPS FOR TEENS (11+)



- ✓ REALISTIC PHYSICAL DEFENCE SKILLS
- ✓ SITUATIONAL AWARENESS
- ✓ CONFIDENCE STRATEGIES
- ✓ DE-ESCALATION TECHNIQUES
- ✓ SURVIVAL MINDSET
- ✓ USE OF FORCE & THE LAW

Teens (11+) self defence **Weds 15 Feb**
2pm - 5pm FOREST ROW

Thurs 16 Feb **Teens (11+) self defence**
2pm - 5pm OXTED

  For more information & to book:
www.activelysafe.co.uk
activelysafeuk@gmail.com



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Medication



To ensure that we continue to support students when they are unwell, we need to make sure our records are up-to-date. As a school we will continue to administer ad-hoc medication as per the consent slip you have completed. If you wish for this to change, please contact the relevant year team. Should your child be diagnosed with any new medical condition please contact us. In addition, should your child's medical condition change (i.e., they no longer need to use their inhaler) please contact their year team.

We will continue to provide the support and medical assistance you have already agreed to unless we hear from you.

Illness

In order to keep the more vulnerable members of our school community safe, a reminder to inform the school if your child contracts any of the following: Chickenpox, Shingles, Measles or Mumps. Please call the relevant year office, thank you in advance.

