

# Information for New Parents (Year 7)

## School Uniform

Sackville students are very proud of their uniform which helps to develop their sense of pride and belonging at school and to their new community. We want to support them in this, as we are sure you do and wish to see it worn correctly. We are grateful to all of our families who support us in maintaining the high standards of our uniform.

Our new school jumper will help identify each student as part of one of our five communities. Each community jumper will have a different coloured neck trim, red, blue, green, yellow or purple, bringing about a sense of identity and belonging.



**Families should hold on purchasing a jumper until students have been allocated to COMMUNITIES.**

The shop can be used as the guide to what is permissible if items are purchased elsewhere. If an equivalent is bought it must be the same style. If you are in any doubt, it is always advisable to check with the school before purchases are made.

As you can imagine, it would be impossible for the school to anticipate every fashion trend and prohibit it in the uniform code, therefore we rely on the support of parents in maintaining uniform standards. Fashion materials, such as denim or lycra, are not suitable, and neither are styles of skirt and trousers which are of extreme length or close fit. Please help us to help you and ensure that all items of uniform are named; these can then be returned if lost. Second hand uniforms are available from reception for as little as £1 per item.

## School Term and Holiday Dates

### Autumn Term 2023

Term Starts: Monday 4 September 2023  
Term Ends: Friday 15 December 2023  
Half Term: Monday 23 October to Friday 27 October 2023

### Spring Term 2024

Term Starts: Wednesday 3 January 2024  
Term Ends: Friday 28 March 2024  
Half Term: Monday 12 February to Friday 16 February 2024

### Summer Term 2024

Term Starts: Monday 15 April 2024  
Term Ends: Tuesday 23 July 2024  
Half Term: Monday 27 May to Friday 31 May 2024  
Mayday: Monday 6 May 2024

### INSET Days 2023/24 \*

Friday 1 September 2023  
Friday 22 September 2023  
Tuesday 2 January 2024  
February/March 2024 – Date TBC  
Wednesday 26 June 2024

\* INSET days are subject to change please check the website.

Blouse Uniform



Shirt Uniform



Jumper



Jumper



Skirt



Trousers



Trousers



White or black socks



Navy or black socks



Shoes



Shoes



## Sackville School

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

Transition Coordinator: Mrs Karen Brown: [kbrown@sackvilleschool.org.uk](mailto:kbrown@sackvilleschool.org.uk)  
Community Leader (Transition): Mr Jake Endersby: [jendersby@sackvilleschool.org.uk](mailto:jendersby@sackvilleschool.org.uk)

### PE Kit

We are pleased to have reviewed our PE kit to ensure it ensures a sense of pride in the subject and school, as well as being practical and affordable.

Below is a list of PE kit items and whether they are required or optional. It also shows you where you can purchase items from.

| Item                 | Cost             | Required?                | From* |
|----------------------|------------------|--------------------------|-------|
| Sackville Polo Shirt | £18.75 to £23.75 | Yes                      | PM    |
| Sackville Games Top  | £24.50 to £29.00 | Yes                      | PM    |
| Sackville Hoody      | £20.75 to £29.50 | Optional                 | PM    |
| White Socks          | Various          | Yes                      | PM/HS |
| <b>One of:</b>       |                  |                          |       |
| Navy Shorts          | Various          | One of these is required | PM/HS |
| Navy Skort           | £19.00 to £24.75 |                          | PM/HS |
| Navy Leggings        | £19.75 to £24.50 |                          | PM/HS |

\*PM = Phillips Man's Shops Ltd

<https://schools.phillips-mans-shops.co.uk/shop/sackville-school/>

PM/HS = Phillips Man's Shops Ltd or High Street Sellers (Unbranded kit). Prices shown are for Phillips Man's stock.

We also ask that all students have a mouth guard, shin pads and appropriate footwear. Inside this will be predominantly white trainers and outside this will be football boots.

Please contact us if you have any questions.

### Form Tutor Groups

Sackville admits approximately 280 new year 7 students every year. The process of placing them into form tutor groups is a long complex task which involves a great deal of consultation between Sackville School and the feeder primary schools and families.

The aim is to place students into the same community as their older siblings but at the same time create equally mixed gender and ability groups of about 26-30 students.

Parents must appreciate that we cannot accommodate choice, though we will be sensitive to specific requests from the primary school where there is a genuine concern about a child's wellbeing in particular groupings.

It is the school's policy to place twins in the same community but in different form groups.

### Student Absence

Everyone would accept that students come to school to learn and that if they are absent then learning is interrupted. This information box outlines the different responsibilities and gives some guidance to parents on the actions they should take.

### Parental Responsibility

Parent/carer's are responsible for ensuring that their children arrive on time, properly attired and in a condition to learn. There are occasions when students need to be absent. It is a parent/carer's responsibility to request leave of absence or explain the reason if the absence was unexpected. Unexplained absence will be unauthorised and be liable to a fixed penalty notice (FPN).

### Holidays

School holidays are extensive and provide the opportunity for a deserved break from school work. Sackville seeks to make full use of term time for all students. Holidays during term time are not permitted. There is no 'right' to any period of holiday during term time. Unauthorised holidays can lead to prosecution or a FPN.

### School Responsibility

It is the school's responsibility to keep a record of attendance. It is also our responsibility to decide whether an absence is 'authorised' or 'unauthorised'. Unauthorised absence will result in a FPN.

### Procedures for Reporting Absence

We are committed to high levels of attendance. Should your child have time off school, please notify us no later than 8.30am, on each day of absence, by telephoning the main reception on 01342 410140 and selecting Option 1.

If we do not hear from you by 8.30am on the first day of absence, the absence will be recorded as unauthorised. We are likely to contact you to confirm that your child is absent with your knowledge; this enables us to act quickly should a child be truanting.

If your child is likely to be absent for a longer period and is capable of completing school work, please make contact with the Year Assistant with a medical certificate who will endeavour to have suitable work sent home.

Should you need to make a medical appointment for your child during the school day, please ensure that you have notified the school beforehand as your child will not be allowed to sign out of school without our prior knowledge.

Your cooperation with this will help your child to maintain an excellent attendance record.