



Headteacher: Mr J Grant  
Sackville School, Lewes Road, East Grinstead,  
West Sussex RH19 3TY  
Tel: 01342 410140 Fax: 01342 315544  
Email: [secretary@sackvilleschool.org.uk](mailto:secretary@sackvilleschool.org.uk)  
[www.sackville.w-sussex.sch.uk](http://www.sackville.w-sussex.sch.uk)



December 2019

Dear Parent/Carer

### **Year 10 Parents' Evening – Thursday 9<sup>th</sup> January 2020**

You are warmly invited to attend this year's parents' evening on the above date from 4.00pm-7.00pm. This is an important occasion which will allow you to discuss your child's progress with their subject teachers.

The evening will be run on an appointment basis and you are invited to make your appointment via the online system. This allows you to choose your own time slot with teachers and you will receive an email to confirm your booking.

Appointments can be made from Thursday 12<sup>th</sup> December 2019 and will close on Tuesday 7<sup>th</sup> January 2020. Should you wish to make any changes after this date please contact the year 10 office.

Please visit <https://sackville.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter.) To login you will need the following information:

Your name  
Student's first name  
Student's surname  
Student's date of birth

If you do not have access to the internet, please contact the year 10 office who will be happy to add appointments on your behalf.

Throughout the evening Mr D Hayden, Assistant Headteacher and Mrs A Newcomb, Year Assistant, will be available in addition to myself if you require a more general discussion.

Unfortunately, due to space limitations and the busy nature of the meeting we would ask, if possible, that siblings are not brought along to the consultation evening. If this is unavoidable, we would be grateful for children being closely monitored at all times. Year 10 students are expected to attend the interviews.

If you are planning to travel by car, we would appreciate you parking in the school's lower car park.

I look forward to welcoming you on the evening.

Yours sincerely

Mrs G Sands  
**Leader of Year 10**

