SACKVILLE SCHOOL
TOGETHER WE ACHIEVE

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

www.sackville.w-sussex.sch.uk

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September 2016

Dear Parent/Carer

Year 11 Parents' Evening – Tuesday 18th October 2016

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 system. Over the coming days your child will make appointments with staff. It would therefore be helpful if you discuss suitable timings with them before appointments are made. We would urge students to leave a **five minute gap between appointments** to enable the evening to run smoothly.

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

I would be grateful if you would complete and return the reply slip below indicating if you are able to attend.

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 11 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

Mr J Endersby
Year 11 Team Leader

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To be returned to year 11 form tutors

I will/will not *(please delete as appropriate)* be attending the year 11 parents' evening on Tuesday 18th October 2016.

Student's name _____   Form 11_____

Signed _____ Parent/Carer   Date _____

Parent/Carer name (please print) _____

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