



08 January 2024

Dear Parent/Carer

## Year 7 Consultation Evening – Thursday 1 February 2024

You are warmly invited to attend the year 7 consultation evening, taking place at Sackville on Thursday 1 February 2024 between 4.00pm and 7.00pm. This is an important occasion, which will allow you to discuss your child's progress with their subject teachers. Please register at reception on arrival where you will be provided with a plan to locate teaching staff for your appointments.

The evening will be run on an appointment basis and you are invited to make your appointments via the online system. This allows you to choose your own time slots with teachers and you will receive an email to confirm your bookings. An automatic 5 minute gap will be added following each appointment to allow you to move to your next appointment.

We would like to inform you that some of our staff teach multiple Year 7 classes and would advise early booking to avoid disappointment.

**Appointment booking will be open from 7.00am on Wednesday 24 January 2024 and will close at 4.00pm on Wednesday 31 January 2024.** Should you wish to make any changes after this date please contact your child's community office.

Please visit <https://sackville.parentseveningsystem.co.uk> to book your appointments. (The process for making your appointments can be found attached). To login you will need the following information:

- Parent's first name and second name
- Student's first name
- Student's surname
- Student's date of birth

The information above **must match** the data held within our school database.

Once logged in you will be able to select your appointment times. We are looking forward to seeing you in person to discuss your child's progress.

Yours sincerely

Mr J Endersby

**Attenborough Community Leader/Head of Year 7**