



28 January 2025

Dear Parent/Carer

## Year 7 Consultation Evening – Thursday 27 February 2025

You are warmly invited to attend this year's consultation evening on Thursday 27 February 2025 between 4.00pm and 7.00pm. We are delighted to announce that this year your child's consultation evening will take place **face to face**. Please arrive at reception where you will be guided to the main hall. 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 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.

**Appointment booking will be open from 7.00am on Wednesday 12 February and will close at 3.00pm on Wednesday 26 February.** 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 want all Sackville families to be able to access this event and if you, your student or anyone else planning to attend has any disabilities or accessibility needs then please contact our SENDCo Mrs Hunt in the first instance for arrangements to be made; [shunt@sackvilleschool.org.uk](mailto:shunt@sackvilleschool.org.uk)

We are looking forward to seeing you in person to discuss your child's progress.

Yours sincerely

Mrs G Sands  
**Turing Community Leader / Year 7 Coordinator**

