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2nd November 2021

Dear Parent/Carer

Year 7 Meet the Tutors Evening – Thursday 25th November 2021

You are warmly invited to attend our year 7 Meet the Tutors Evening on Thursday 25th November 2021 from 3.30pm-6.30pm. This is an important occasion to enable you to meet your child's tutor face-to-face, to find out how your child has settled since starting at Sackville and to discuss the early progress they have made.

The evening will be managed using an online appointment booking system. This allows you to choose your own appointment time with your child/children's Tutor and once booked you will receive an email confirming your appointment. You will be able to make ONE appointment time to meet with your child's tutor.

Appointments can be made from 7.00am on Monday 8th November 2021 and will close at 4.00pm on Wednesday 24th November 2021. Should you wish to make any changes after this date please contact the year 7 office.

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

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

If you have a child in another year and have used the system already, you can use your current log in details. If necessary you can make separate appointments for both parents should you wish.

During the evening you will be able to collect this term's monitoring grades for your child and have the opportunity to ask any questions or discuss any concerns you may have about the grades with your child's form tutor.

We are aware that it is often difficult to understand the intricacies of a new assessment system, so in addition there will be a presentation about Sackville's K steps that we use to measure attainment and progress at KS3. The presentation will last about 10-15 minutes and will be repeated several times throughout the evening at 4.00pm, 4.30pm and 5.00pm.

We will also be running a short session on e-safety, to give parents some practical tips on how best to monitor their child's online use and behaviour and how to keep them safe. The session will last about 10-15 minutes and will also be repeated throughout the evening at 4.15pm, 4.45pm and 5.15pm.

I look forward to welcoming you on the evening.

Yours sincerely

Mr J Endersby
Leader of Year 7

