



03 November 2023

Dear Parent/Carer

Year 7 Meet the Tutors Evening – Thursday 23 November 2023

You are warmly invited to attend our year 7 Meet the Tutors Evening on Thursday 23 November 2023 from 4.00pm-7.00pm. 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 6 November and will close at 4.00pm on Wednesday 15 November. 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 4.30pm, 5.00pm and 5.30pm.

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.

If you have any questions regarding any of the above please contact Mrs Karen Brown at kbrown@sackvilleschool.org.uk .

I look forward to welcoming you on the evening.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J. Endersby'. The signature is fluid and cursive, with the first name 'J.' and the last name 'Endersby' clearly distinguishable.

Mr J Endersby

Attenborough Community Leader (Year 7 and Transition)