



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

November 2014

Dear Parent/Carer

Year 7 Monitoring Grades Afternoon – Wednesday 10th December 2014

Using the monitoring system, teachers are currently assessing the progress of your child.

We would like to invite you in to school to receive and discuss these grades on the afternoon of Wednesday 10th December between 2pm and 6pm. Your child's tutor will be available in the main hall to discuss the grades.

Personal contact is particularly important at the beginning of your child's secondary school career to ensure that you fully understand Sackville's monitoring process.

Since it is their progress we are discussing, I would recommend that you ask your child to accompany you to the interview!

Please complete the tear off slip below indicating your preferred interview slot and we will do our best to accommodate your wishes. Your child will notify you of the slot allocated in due course. I suggest you arrive 5-10 minutes before the allocated time in order to receive and digest the grades.

Yours sincerely

Mr S Maywood
Head of Year 7

✂-----

I have received the letter concerning the year 7 monitoring grades afternoon. My desired interview time is indicated below (please tick).

2.00pm-2.30pm	
2.30pm-3.00pm	
3.00pm-3.30pm	
3.30pm-4.00pm	
4.00pm-4.30pm	
4.30pm-5.00pm	
5.00pm-5.30pm	
5.30pm-6.00pm	

Signed _____ Parent/Carer

Student's name _____

