



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 2013

Dear Parent/Carer

BTEC Level 2 Parents' Afternoon – Thursday 12th December 2013

You may be aware there is a sixth form parents' evening on Thursday 14th November 2013. Due to the nature of the BTEC course and the very large number of students who take it, it is not possible for teaching staff to make appointments with all of the BTEC students on that evening.

Therefore we have decided to offer a dedicated Level 2 BTEC parents' evening on the Thursday 12th December from 3pm until 4.30pm in the Sackville centre for both Business Studies and ICT. This will allow you to speak to all the teaching staff about your child's progress and to view some of the work they have been completing for their portfolios.

Throughout the afternoon myself and Mr Whitehead, head of year 12 will be available if you require a more general discussion about your child's plans for the next academic year.

I would be grateful if you would complete and return the reply slip below to Mrs Underdown in the sixth form office indicating if you are able to attend.

If you have any concerns or questions before this date please do not hesitate to contact us on 01342 410140 or by email: jfleming@wsgfl.org.uk or jlea@wsgfl.org.uk.

Yours sincerely

Mrs J Fleming
Curriculum Leader of Business Law & Economics

Mr J Lea
Curriculum Leader of ICT

✂-----

To Mrs Underdown in the sixth form office

I will/will not (please delete as appropriate) be attending the BTEC parents' afternoon on 12th December 2013.

Child's name _____ **Form 12** _____

Signed _____ Parent/Carer **Date** _____





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

