



Headteacher: **Mr J Grant**  
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July 2017

Dear Parent/Carer

We will be pleased to welcome your child to the sixth form in September 2017. We hope that they will have an enjoyable and successful time here.

Enrolment for year 12 students is on **Friday 1<sup>st</sup> September 2017** in the sixth form area as detailed below

Students	Time
New students to the school	09.20am meeting with Mr Whitehead, then enrolment
<b>Existing students</b>	
Surname A-G	10.00am
Surname H-O	10.45am
Surname P-Z	11.30am

As you will be aware, GCSE results come out on **Thursday 24<sup>th</sup> August 2017** at 8.30am and we will be available to talk about options at this time. We will also of course be able to discuss choices at enrolment.

You can also email us should your child wish to change any of their choices made for A level or AS (if they have opted to taken one in addition to the 3 A levels). Please note that subject choices will have to fit in with the blocks attached. Only one option can be taken from each block.

The first day of term for students is Tuesday 5<sup>th</sup> September 2017 and all students will be expected to register at 8.25am with normal lessons beginning period 2. On Wednesday 20<sup>th</sup> September 2017 there will be individual and group photographs and normal lessons will continue.

Parents' evening is set for Thursday 14<sup>th</sup> December 2017, with reports due to be sent home at the start of March 2018.

I would like to take this opportunity to outline some of the new privileges and responsibilities that your child will have. All year 12 students will be expected to attend an assembly at 8.25am every Thursday morning. We consider this a very important event as it is one of the few occasions where the group comes together formally. It gives us a chance to give out and explain important notices and administrative issues. It is for these reasons that attendance at assembly is compulsory for all students.

**Students will be informed of who their form tutor will be on the Tuesday 5<sup>th</sup> September 2017 and they will then be required to attend a tutorial session once a week. This will be on their timetable.**

There will be no need for students to register at any other time as this will be done automatically at the start of each lesson.



If a student has any queries or needs advice, the form tutors, Mrs Underdown (KS5 Student Support Assistant - [hunderdown@sackvilleschool.org.uk](mailto:hunderdown@sackvilleschool.org.uk)), Mrs Barden (KS5 Intervention Leader – [abarden@sackvilleschool.org.uk](mailto:abarden@sackvilleschool.org.uk)) and ourselves will be available to help. A list of the form tutors and their addresses will be sent at the start of the new term.

Absence from lessons is unacceptable without good reason and attendance is recorded, which contributes towards your final school reference. Please be aware of the following:

- If your child is absent for the whole school day for any reason including illness, please call 01342 410140, option 1 then option 6 by 9.00am or alternatively email Mrs Barden, KS5 Intervention Leader on [abarden@sackvilleschool.org.uk](mailto:abarden@sackvilleschool.org.uk)
- If your child arrives late for a lesson they must report to the attendance office (located next to the offices of the Headteacher and general office), to sign in and record the time they arrive and the reason why they are late.
- If your child requests permission for an authorised absence ie. medical appointment, driving test, religious event, attendance of a funeral etc, they must complete a blue authorised absence form available from Mrs Barden, KS5 Intervention Leader. It is also imperative on the day that they sign out at the attendance office.
- If your child becomes unwell whilst at school they must report to Mrs Hill in the medical room before leaving the school premises.

**All absence procedures for sixth form can be found on the Sackville School website under sixth form, attendance.**

There are a range of study areas available to sixth form, including the sixth form library and the Sackville Centre which are equipped with desks and computers exclusively for their use. Students also have their own relaxation area adjacent to the canteen.

Students are also asked to make a contribution of £50. This goes towards paying for outside speakers, events such as the higher education fair and other necessary enrichment activities. For existing Sackville students this can be paid from now onwards **online**. For new students and those who have not previously registered, this can be paid by cash/cheque on enrolment day.

Should you have any queries please do not hesitate to contact us. We hope you have an enjoyable summer.

Yours sincerely



Mr D Whitehead  
**Head of Sixth Form**



Mrs H Valentine  
**Deputy Head of Sixth Form**