



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



January 2016

Dear Parent/Carer

Year 10 Parents' Evening – Thursday 4th February 2016

You are warmly invited to attend this year's parents' evening on the above date from 4.30pm-7.30pm. This is an important occasion which will allow you to discuss your child's progress with their subject teachers.

The evening will be run on an appointment system. Over the coming days your child will make appointments with staff in their homework diaries. It would therefore be helpful if you discuss suitable timings with them before appointments are made. We would urge students to leave a **five minute gap between appointments** to enable the evening to run smoothly.

Throughout the evening Mr Hayden, Assistant Headteacher, and Mrs Newcomb, Pastoral Support Assistant, will be available in addition to myself if you require a more general discussion.

I would be grateful if you would complete and return the reply slip below indicating if you are able to attend.

Unfortunately, due to space and the busy nature of the meetings we would urge you, if possible, to not bring siblings to the consultation evening. If this is unavoidable, please can we ask you to keep children closely monitored at all times. Year 10 students are expected to attend the interview.

I look forward to welcoming you on the evening.

Yours sincerely

Mr J Endersby
Head of Year 10

.....

To be returned to year 10 form tutors

I will/will not (*please delete as appropriate*) be attending the year 10 parents' evening on 4th February 2016.

Student's name _____ **Form 10** _____

Signed: _____ **Date** _____
Parent/Carer

