



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](mailto:secretary@sackville.w-sussex.sch.uk)

[www.sackville.w-sussex.sch.uk](http://www.sackville.w-sussex.sch.uk)



November 2015

Dear Parent/Carer

### **Year 7 Meet the Tutors Evening – 12<sup>th</sup> November 2015**

You are warmly invited to attend the year 7 Meet the Tutors Evening on Thursday 12<sup>th</sup> November 2015 from 4.30pm-7.30pm. This is an important occasion to enable you to meet your child's tutor, allow you to find out how your child has settled since starting at Sackville and to discuss the early progress they have made.

During the evening you will be able to collect this term's monitoring grades for your child. Following this you will 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 minutes and will be repeated several times throughout the evening at 4.30pm, 5.00pm, 5.30pm, 6.00pm and 6.30pm.

The evening will be run using an appointment system. Your child will need to make a 5 minute appointment with their tutor. It would be helpful if you could discuss suitable timings with them before appointments are made. We would urge you to ensure that there is adequate time to see the presentation and to have a look at the grades before you see the tutor in order to get maximum benefit from your time.

Throughout the evening, Mr Street, Deputy Head and Mr Jones, Pastoral Assistant will also be available if you require a more general discussion.

I look forward to welcoming you on the evening.

Yours sincerely

Miss J Jakubowska  
**Head of Year 7**

