



Headteacher: **Mr J Grant**  
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November 2013

Dear Parent/Carer

**Year 7 Monitoring Grades Afternoon – Thursday 28<sup>th</sup> November 2013**

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 Thursday 28th November 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 attached tear off slip 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 A Millican  
**Head of Year 7**

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

2pm-2.30pm	
2.30pm-3pm	
3pm-3.30pm	
3.30pm-4pm	
4pm-4.30pm	
4.30pm-5pm	

5pm-5.30pm	
5.30pm-6pm	

Signed \_\_\_\_\_ Parent/Carer

Student’s name: \_\_\_\_\_

