



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



July 2018

Dear Parent/Carer

We will be pleased to welcome your child to the sixth form in September 2018. We hope that they will have an enjoyable and successful time here.

Enrolment for year 12 students is on **Friday 31st August 2018** in the sixth form area as detailed below

Students	Time
New students to the school	9.20am meeting with Mr Whitehead, then enrolment
Existing students	
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 23rd August 2018** at 8.30am and we will be available to talk about options at this time. Of course we will also be able to discuss option choices at enrolment. This includes any changes to the courses that students wish to study following the release of their GCSE results. For your information, I have attached the latest version of the option blocks from which students must choose three subjects from separate columns.

The first day of term for students is Tuesday 4th September 2018 and all students will be expected to gather in the sixth form area before registering at 8.25am with normal lessons beginning period 2. On Thursday 6th September 2018 there will be a year group assembly at 8.25am followed by individual photographs. There will also be a year group photograph on Monday 24th September.

Parents' evening is set for Thursday 13th December 2018, 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 4th September 2018 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 Plumb (Sixth Form Support Manager) – jplumb@sackvilleschool.org.uk, Mrs Barden (KS5 Intervention Leader – abarden@sackvilleschool.org.uk), Mrs Valentine and myself, will be available to help.

Absence from lessons is unacceptable without good reason and attendance is recorded, which contributes towards a student's 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 8.50am or alternatively email Mrs Barden, KS5 Intervention Leader on 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 a 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 over the course of their whole time with us. It is not to fund text books or any other subject related materials. For **existing Sackville students** this can be paid **online** from now onwards. 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