

Information for New Parents



School Uniform

Sackville is proud of its uniform which is compulsory. Sackville students should be smartly and consistently dressed according to the uniform code. A school uniform shop is located by the Sackville Centre and provides most items or you can order over the internet at: www.phillipsmanshops.com

The shop can be used as the guide to what is permissible if items are purchased elsewhere. If you are in any doubt, it is always advisable to check with the school before purchases are made.

As you can imagine, it would be impossible for the school to anticipate every fashion trend and prohibit it in the uniform code, therefore we rely on the support of parents in maintaining uniform standards. All items should be plain. Current fashion materials, such as denim or lycra, are not suitable, and neither are styles of skirt and trousers which are of extreme length or close fit.

Please help us to help you and ensure that all items of uniform are named; these can then be returned if lost.

Girls

- Navy skirt, pleated, of sensible length or navy full length trousers
- Light blue blouse with revered collar
- Navy long sleeved v-neck jumper with school logo
- White socks or plain tights, navy, black or natural
- Sensible, black, flat or low heeled footwear
- School fleece (optional)



Boys

- Dark Charcoal grey full length trousers
- Light blue shirt with collar
- Navy long sleeved v-neck jumper with school logo
- Navy tie with school logo
- Black, navy or grey socks
- Black shoes
- School fleece (optional)



School Term and Holiday Dates

Autumn Term 2017

Term starts: Tuesday 5th September
Term ends: Wednesday 20th December
Half term: Monday 23rd October to Friday 27th October

Spring Term 2018

Term starts: Thursday 4th January
Term ends: Thursday 29th March
Half term: Monday 12th February to Friday 16th February

Summer Term 2018

Term starts: Monday 16th April
Term ends: Tuesday 24th July
Half term: Monday 28th May to Friday 1st June
Mayday: Monday 7th May

INSET Days 2017/2018

Monday 4th September 2017
Friday 22nd September 2017
Thursday 25th January 2018
Friday 26th January 2018
Tuesday 3rd July 2018 - tbc

Form Tutor Groups

Sackville admits approximately 270 new year 7 students every year. The process of placing them into form tutor groups is a long and complex task, which involves a great deal of consultation between Sackville School, the feeder primary schools and parents.

The aim is to create equally mixed gender and ability groups of about 25-30 students.

Parents must appreciate that we cannot accommodate choice, though we will be sensitive to specific requests from the primary school where there is a genuine concern about a child's well being in particular groupings.

A student's anxiety at being separated from a friend of long standing is understandable, but experience suggests that such relationships can be strengthened when different forms are allocated. Broadening friendships often involves the weakening of existing friendships; the effects of this are also lessened when close friends are in different forms.

Continued overleaf

Sackville School

Lewes Road, East Grinstead, West Sussex, RH19 3TY
01342 410140

Transition Assistant: Mrs Karen Brown: kbrown@sackvilleschool.org.uk

We do take notice of any advice we receive concerning students who have difficulty with social integration. We know a great deal about these students from their primary school teachers and as far as possible, we will take account of any difficulties.

Children from very small primary schools or out of the catchment area may feel particularly isolated and we will try and place them with a familiar face.

It is the school's policy to place twins in different tutor groups.

We are alert to potential difficulties and we are willing to spend a great deal of time in supporting both parents and students in order to achieve successful integration.

Years of experience have shown us that children are often more adaptable than adults think.

PE Kit

Most items can be bought at any sports shop. Items marked * are available from the school uniform shop. Items marked ** are available **only** from the school uniform shop. All kit must be plain and clearly named.

Girls

- White collared t -shirt, coloured stripe for form group**
- Navy blue skort**
- Long and short white socks*
- Low cut, predominantly white training shoes
- Royal blue sweatshirt**
- Towel needed for all lessons
- Shin pads

Optional Items

- Plain navy jogging bottoms
- Gum shield

Boys

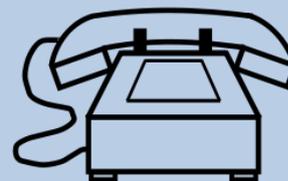
- Royal blue shorts*
- Rugby shirt, colour for form group*
- Long and short white socks*
- Football boots
- White shorts*
- T-shirt, coloured for form group**
- Low cut, predominantly white, training shoes
- Shin pads
- Towel needed for all lessons
- Royal blue sweatshirt**
- Mouth guard

Optional Items for Cricket

- White trousers
- Jumper

Student Absence

Everyone would accept that students come to school to learn and that if they are absent then learning is interrupted. This information sheet outlines the different responsibilities and gives some guidance to parents on the actions they should take.



Parental Responsibility: Parents are responsible for ensuring that their children arrive on time, properly attired and in a condition to learn. There are occasions when students need to be absent. It is a parental responsibility to request leave of absence or explain the reason if the absence was unexpected. Unexplained absence will be unauthorised and be liable to a fixed penalty notice (FPN).

Holidays: School holidays are extensive and provide the opportunity for a deserved break from school work. Sackville seeks to make full use of term time for all students. Holidays during term time are not permitted. There is no 'right' to any period of holiday during term time. Unauthorised holidays can lead to prosecution or a FPN.

School Responsibility: It is the school's responsibility to keep a record of attendance. It is also our responsibility to decide whether an absence is 'authorised' or 'unauthorised'. Unauthorised absence will result in a FPN.

Procedures for Reporting Absence: We are committed to high levels of attendance. Should your child have time off school, please notify us by 10am on the first day by telephone and leave a message on our dedicated line. Three days or more illness should be covered with a medical certificate.

If you have telephoned or emailed the school and reported the absence, you still need to send a letter when your child returns to school.

If we do not hear from you by 10am on the first day of absence, the absence will be recorded as unauthorised. We are likely to contact you to confirm that your child is absent with your knowledge; this enables us to act quickly should a child be truanting.

If your child is likely to be absent for a longer period and is capable of completing school work, please make contact with the Year Assistant for that year with a medical certificate who will endeavour to have suitable work sent home.

Should you need to make a medical appointment for your child during the school day, please ensure they have either an appointment card or letter which must be signed by a tutor before she/he is allowed to sign out of school. Your cooperation in this will help your child to maintain an excellent attendance record.