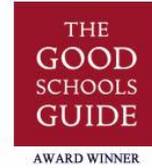




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February 2020

Dear Parent/Carer

### Year 13/14 Parents' Evening – Thursday 27<sup>th</sup> February 2020

You are warmly invited to attend this year's parents' evening on the above date from 4.00pm-6.30pm. This is an important occasion which will allow you to discuss your child's progress with their subject teachers. If your child is taught by two teachers, in most cases both teachers will be available for separate appointments.

The evening will be run on an appointment basis and you are invited to make your appointments via the online system. This allows you to choose your own time slot with teachers and you will receive an email to confirm your booking.

Appointments can be made from 7.00pm on Tuesday 11<sup>th</sup> February and will close at 4.00pm on Tuesday 25<sup>th</sup> February. Should you wish to make any changes after this date please contact the sixth form office.

### Students in year 13/14 studying in a 12 class

This parents evening is to discuss final year progress in of a subject. If your child follows a year 12 timetable for subject, you will need to book an appointment for subject discussion at the year 12 parents evening which is on Thursday 30<sup>th</sup> April 2020.

Please visit <https://sackville.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter). To login you will need the following information:

Your name  
Student's first name  
Student's surname  
Student's date of birth

If you do not have access to the internet, please contact the sixth form office who will be happy to add appointments on your behalf.

Throughout the evening Mr A de Souza, Deputy Headteacher and Mr Watson, Deputy Head of Sixth Form, will be available should you have any other issues.

Unfortunately, due to space limitations and the busy nature of the meeting we would ask, if possible, that siblings are not brought along to the consultation evening. If this is unavoidable, we would be grateful for children being closely monitored at all times. Year 12/13/14 students are expected to attend the interviews.

If you are planning to travel by car, we would appreciate you parking in the school's lower car park.

I look forward to welcoming you on the evening.

Yours sincerely

Mrs H Valentine  
**Head of Sixth Form**

