



Dear Families,

As we move into the summer term, we want to ensure that the lines of communication between home and school are as clear and efficient as possible. Year 12 is a demanding transition, and providing the right support at the right time is essential for your child's success.

To help direct your enquiries to the staff members best placed to assist you and ensure you get the speediest response, please use the following contact guidelines:

1. General Queries and Academic Concerns

For general questions regarding the Sixth Form, curriculum matters, or non-urgent academic concerns, please contact the Key Stage 5 administrative team.

- Email: ks5contact@sackvilleschool.org.uk

2. Attendance and Punctuality

Consistent attendance is the strongest predictor of success at A-Level and BTEC. If your child is absent due to illness, has a medical appointment, or if you need to discuss attendance records, please contact our dedicated attendance officer, Mrs Churton.

- Email: ks5attendance@sackvilleschool.org.uk

3. Pastoral Support and Student Wellbeing

The **Form Tutor** remains the first point of contact for any pastoral concerns or issues affecting your child's daily well-being and personal development. They see your child every morning and have the most holistic view of their progress.

You can find the specific email addresses for all Year 12 tutors on our staff contact page:

- Link: [Sackville Staff Contact Details](#)



4. Specific Subject Questions or Concerns

If you have a specific question or concern regarding a subject, the quickest and most effective way to gain insight is to contact them directly. You can do this either through a specific teacher or the Curriculum Team Leader. They will have the specific knowledge of the curriculum you need and will be able to address any specific concerns much quicker.

You can find the specific email addresses for all subject staff on our subject pages here:

- **Link:** [Sackville Subject Overviews](#)

Thank you for your continued support in helping our students navigate their Post-16 journey.

Yours sincerely,

The Sixth Form Leadership Team

Sackville School