



WEST SUSSEX COUNTY COUNCIL

# IMBERHORNE SCHOOL

Participation Achievement Support Success

Headteacher: Mr Jon Ford

Ref: JBA/DA

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February 2012

Dear Parent(s)/Guardian(s),

**Ref: Years 10 & 11 - Musician of the Year Concert on Wednesday 1st February 2011**

I am pleased to invite you to The Musician of the Year Concert which is being held on **Wednesday 1st February** at The Jubilee Community Centre, Charlwoods Road, East Grinstead.

The concert starts at **7.00pm** and will finish at approximately **9.30pm**; parking is available behind the centre.

Students will need to make their own way to the Jubilee Centre ready for a sound check from **5.00pm**. If your son/daughter cannot make it at that time then please let me know by email [jbarwell@imberhorne.co.uk](mailto:jbarwell@imberhorne.co.uk). If students wish to go to the Jubilee Centre straight from school then they will be able to rehearse there or rooms will be available where they can wait. Please complete the reply slip below and return to me as soon as possible.

Photographs of students may be used for display and publicity. If you do not wish photos to be used, please contact me.

Tickets for the concert cost **£4.00** each. If you would like your son/daughter to attend you may confirm and pay in one of three ways, either through **Parent Pay** (instructions attached) or by completing and returning the consent slip below, together with a cheque for the full amount made payable to Imberhorne School. Please remember to write your son's/daughter's name, year group and the event title on the reverse of your cheque **and on the envelope**. Please address your envelope to Mrs J Botting, Finance Officer at Imberhorne Lane. There will be a further option to purchase tickets on the door but these will be in limited numbers. All **prepaid tickets** will then need to be collected from **Mrs Bryant, KS4 Secretary, Imberhorne Lane**.

Please also ensure your son/daughter has any medication that they may need, clearly labelled, and that this is given to a member of staff prior to the event commencing.

I hope that you are able to come along and support the students.

Yours faithfully

Miss J Barwell  
Head of Music

c.c Mrs J Botting  
Mrs C Bryant

Enc



Specialist Schools  
and Academies Trust  
EXCELLENCE AND DIVERSITY



Years 10 & 11 - Musician of the Year Concert at the Jubilee Centre  
on Wednesday 1<sup>st</sup> February 2012



I give permission for my son/daughter Name \_\_\_\_\_ Form \_\_\_\_\_  
to take part in the Musician of the Year concert.

- My son/daughter will be meeting at the Jubilee Centre at 5.00pm
- My son /daughter will be making their own way to the Jubilee Centre straight after school  
(please tick as appropriate)

*I understand that, while the school staff in charge of the party will take all reasonable care of the students, unless they are negligent they cannot be held responsible for any loss, damage or injury suffered by my son/daughter arising out of the visit. I have also ensured that my son/daughter has any medication that they may need, clearly labelled so it can be given to a member of staff prior to the event commencing.*

If your son/daughter has any medical conditions please outline in the space below.

.....  
.....

Please provide two contact numbers that can be used in case of an emergency:

.....

Please tick chosen method of payment:

I enclose cash/a cheque for **£4.00** made payable to Imberhorne School   
I have paid the full amount via the Imberhorne **Parent Pay** system

**Signed** ..... (parent/guardian)      **Date** .....



## Using Parent Pay to confirm and pay for school trips

Please log onto Parent Pay. Selecting the tab at the top of the page 'Items for payment'.



Once on this page you will find you have options to top up your son/daughters credit for their school meals account. You will also find details of any forthcoming trips they are eligible to attend (trips will only appear on this page when trip letters are produced and sent home).

To give consent for your son/daughter to attend a trip you need to firstly 'select' the trip by clicking on the first box by the trip description. You then need to give consent by clicking on the second box under the heading 'consent'. The cost of the trip will be in the third box. Since we have introduced, at the governors' request, a £1.00 optional donation for all trips you are able to reduce the amount in this box by £1.00 if you so wish. The fourth box is under the heading 'Notes'. In this box you need to enter three pieces of information. Two emergency contact numbers and appropriate medical information (relevant to the trip)

Please type in.

**Contact 1** – followed by the number

**Contact 2** – followed by the number

If relevant please also add,

**Medical information** – followed by appropriate information (for examples; Asthma – carries an inhaler)

If you haven't use Parent Pay before, or have forgotten your login details, please contact I.T. Support – [itsupport@imberhorne.co.uk](mailto:itsupport@imberhorne.co.uk) or tel 01342 310989.