



WEST SUSSEX COUNTY COUNCIL

# IMBERHORNE SCHOOL

Participation Achievement Support Success

Headteacher: Mr Jon Ford

Ref: ARU /DA

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January 2012

Dear Parent / Guardian,

## Ref: A Level PE Revision Conference, Lewes - Friday 4<sup>th</sup> May 2012

I am writing to offer your son/daughter the opportunity to attend an A Level PE Revision conference in preparation for their summer theory exam. The conference takes place all day on **Friday 4<sup>th</sup> May** at the **Lewes Town Hall**. We will be departing by minibus from the Imberhorne Lane site at **9:00am** and returning at approximately **3:00pm**. Mr Byrne will be accompanying the group and they shall be travelling to and from the venue via minibus.

The cost of the trip is **£31** which covers three lectures, insurance, transport and a voluntary donation of £1 to the Sports Hall Fund; please see below for further details regarding the donation. Students are also required to bring a packed lunch for the trip.

The lectures will be taken by John Honeybourne, Sarah Van-Wely, Graham Thompson and Louise Webster who are all Chief Examiners for OCR and very experienced in their fields. This is a great opportunity for students to receive intensive revision just weeks before their exam.

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

Please note that for this academic year the governors are requesting an additional 'donation' of £1.00 within the cost of any school trips towards the school's Sports Hall fund. This sum is therefore already included in the total cost of the trip; if you do not wish to make the donation please reduce your payment by £1.00. If you wish to 'gift aid' the payment please sign on the reply slip to confirm this.

If you would like your son/daughter to attend you may confirm and pay in one of two 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 by **Thursday 9<sup>th</sup> February**. Please remember to write your son's/daughter's name, year group and the trip title on the reverse of your cheque **and on the envelope**. Please address your envelope to Mrs J Botting, Finance Officer at 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 trip commencing.

Should you have any queries, please do not hesitate to contact me on [arustige@imberhorne.co.uk](mailto:arustige@imberhorne.co.uk).

Yours faithfully

**Ali Rustige**  
Head of Sixth Form

ccMrs J Botting

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Specialist Schools  
and Academies Trust  
EXCELLENCE AND DIVERSITY





I give permission for my son/daughter: **Name** \_\_\_\_\_ **Year/form** \_\_\_\_\_ to attend the A Level PE Revision Conference in Lewes.

Please tick chosen method of payment:

I enclose cash/a cheque for **£31.00** made payable to Imberhorne School   
I have paid the full amount via the Imberhorne **Parent Pay** system

*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:

.....

**Signed** \_\_\_\_\_ (Parent/Guardian) **Date** \_\_\_\_\_

**Imberhorne Sports Hall fund**

I would like my £1.00 donation to Imberhorne School to be gift aided.

I confirm I am a registered tax payer to the UK

Signed ..... Date .....

Post code .....

## 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 the option 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)

Be aware that you can only use the 'space' key on the computer when entering details in this box. If you press 'tab' or 'enter' you will find the page closes down.

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