



WEST SUSSEX COUNTY COUNCIL

IMBERHORNE SCHOOL

Headteacher: Mr Martin Brown

Compassion
Achievement
Respect
Endeavour

*The cornerstones of our
learning community*

10th July 2020

Dear Parent/Carer

We are really looking forward to welcoming all our students back to school in September. It has been wonderful to see small groups of Year 9, 8 and 7 students over the last few days paying short visits to us. We can see how much it means to them all to see friends and classmates again and provides a brief reminder about what school feels like.

We have been busily planning and preparing and are now in a position to provide more detail to the broad information provided last week. This will necessarily feel quite functional, my apologies for this, however we need to share lots of very specific information and guidance. We appreciate that you need to feel reassured by our plans and your sons and daughters need to feel informed. To help with this process we are offering a series of Q and A sessions next week for all year groups. Both you and your sons/daughters will receive an email informing you about an opportunity to join a video meeting with a senior member of staff to ask questions about these plans.

For September, we have created zones for each year group on each site to ensure we are able to maintain as much separation as possible between groups, following government guidance. Students in a year group may mix with each other but not with students in other year groups. In practice there will have to be some sharing of specialist spaces such as Science labs and teaching spaces for Technology, Art, Drama, Music and PE. We will keep the sharing of such spaces to an absolute minimum and ensure thorough cleaning takes place between different year group use.

General Guidance

- The start of the school day remains the same, 8.40am.
- We encourage students, where possible, to avoid the use of public transport, certainly in the first few weeks. If students travel by bus or train they must wear a face mask and use hand sanitiser/wash their hands on arrival.
- Each year group will have an allocated zone on the appropriate school site and must go straight there on arrival at the school.



Imberhorne Lane
East Grinstead
West Sussex
RH19 1QY

Tel: 01342 323562

E-Mail: info@imberhorne.co.uk

www.imberhorne.co.uk



- Students are not allowed to enter the buildings unattended, outdoor spaces are all supervised and offer easy access to toilets.
- Students will be escorted from their designated outdoor space to and from lessons by their teachers to keep corridors free and to prevent crowding.
- Students must sanitise their hands before entering buildings and before entering some spaces (food halls etc).
- Students may be asked to wipe their work surface down between lessons, using the wipes provided.
- We will suspend the use of biometric readers (finger scans) in the school. On the first day of term all students will be provided with an ID card, this fulfils all of the functions of our biometric readers and can be used (with card readers) in the canteen. All students will be provided with a colour-coded lanyard that links to their Year group and zone. They must carry their ID card in the lanyard and it must be visible at all times, to help us quickly identify groups.
- Our kitchens will be operational, each year group will have their own designated food distribution point and will queue separately, food may be collected (at break or lunch) and taken to their outdoor space. We will not be serving breakfast.
- Students will be required to wash their hands with soap and water before Break and Lunch.
- We ask that students have a full set of equipment ready for lessons (pens, pencils, rubbers, rulers etc), this should include a bottle of hand sanitiser for personal use. Equipment cannot be loaned or shared.
- The end of the school day will be slightly staggered to avoid overcrowding in areas.
- Students using buses will queue in separate spaces. We will 'zone' students on buses when they depart from school to ensure Year group separation as best we can.
- Students will not be able to use their lockers for the first few weeks of term.
- When students have PE lessons they will wear their PE kit all day to avoid the use of changing rooms.
- We are avoiding the sharing of computer rooms. When entering computer rooms students will be required to sanitise their hands. The computers, keyboards and the mouse will be routinely cleaned.
- School laptops will not be available for use.



Windmill Lane site:

- On arrival at the site each year group is expected to enter the site at different points. Year 7 will enter by the lower gates on Windmill Lane (the furthest from London Road). Year 8 will enter by the gates on Windmill Lane nearest to London Road. Year 9 students are asked to enter the site via the pedestrian gate in Dorset Avenue. These entrances lead students straight into their designated outdoor spaces where they will wait for the start of school.
- At break and lunch Year 7 students will be able to collect food from the main hall, Year 8 in the canteen and Year 9 from a new food distribution point on the terrace.

Imberhorne Lane site:

- Students in Year 10 and Year 11 will enter through the main gates and be directed to their designated outdoor spaces where they must wait for the start of school.
- At break and lunch, students in Year 10 will queue, from one direction, to collect food from the canteen. Once Year 10 students have finished, Year 11 students will queue from a different direction to collect food, both year groups have separate outdoor eating areas.
- Sixth Form students are asked to arrive slightly later (from 8.50am) and go straight to their first lesson. Any Sixth Form students arriving before this time should go straight to their designated outdoor space.
- The Sixth Form will have their own food distribution point in the Sixth Form common rooms and cannot access the main canteen.

If students feel unwell we ask that they are not sent to school, if any student feels unwell during the school day they will be sent straight home. If any student or member of their family displays COVID-19 symptoms they must be tested immediately and the school informed, students must isolate until we have a confirmed negative test result. If testing is positive, families must follow guidance and engage with the Test and Trace service. If a student tests positive for COVID-19, we will identify students and staff they have been in contact with and they too must then isolate, as per government guidance. At its most extreme, it is possible that a whole year group may be advised to isolate. The school must inform Public Health England of any positive cases of COVID-19 and follow guidance.

I am sure you appreciate the future feels very uncertain to us at present. We are planning as carefully as we can for September and will be providing as much support as needed for our students. We appreciate there may be much work to do. If you feel that there are particular circumstances we should be aware of please keep us informed.

We hope that the plans outlined here are relatively short-term. We envisage operating in this way until at least half term (at the end of October) and hope that we will be able to gradually move back to normal. Clubs, trips and activities will be compromised to



start with. We are keen to provide a full and rich educational experience and will introduce 'extras' as we can.

Your support will be much needed. We pride ourselves on strong working partnerships with families and need to communicate openly and frequently.

I will leave you with a quote, shared this week with the staff at school. The Spanish poet Antonio Machado once said: "There is no path; the path is made by walking". These are, as you have heard many times, unprecedented times. I reminded my colleagues that we have no blue-print or plan from the past to help us now. We must find our way and create our path. I trust my colleagues to make the right decisions and take the right actions so that together we can emerge from this period stronger and better.

Yours faithfully

Mr M Brown

Headteacher