



WEST SUSSEX COUNTY COUNCIL

IMBERHORNE SCHOOL

Headteacher: Mr Martin Brown

Compassion

Achievement

Respect

Endeavour

*The cornerstones of our
learning community*

Ref: DCE/TM

November 2018

Dear Parent(s)/Carer(s)

Year 7 Consultation Evening – Thursday 15th November 2018 - 3.30pm to 7.30pm

I have pleasure in inviting you to the Year 7 Consultation Evening on Thursday 15th November 2018. In line with school policy, the school day will be compressed and finish at 2.30pm. Bus companies have been notified of these changes.

Appointments can be made using our easy to use, online appointment booking system which allows you to book your own appointment times with your son's/daughter's teachers. You will then receive an email confirming your appointment times to bring with you on the evening.

The online appointment system will go live at **9.00am on Saturday 3rd November and will close at 9.00am on Thursday 15th November**. If you wish to check your login details prior to this time, the system can currently be accessed, but you will be unable to make appointments until it goes live. Should you need to make any changes after the closing time, please contact Mrs Tracey Monaghan, Key Stage 3 Secretary, by telephone or email tmonaghan@imberhorne.co.uk.

To book your appointments, please visit our school website where you can access and log in to the booking system found under "Parents>Online Services". Log in using your son's/daughter's 'legal' first name and surname that matches our records, together with their date of birth. A short guide can be found on our website, together with answers to some frequently asked questions.

Each appointment will be for a maximum of 5 minutes. The online system will automatically ensure you have a 5-minute gap between each appointment to allow you to move rooms. If you wish to have a longer discussion, please arrange a separate meeting with the individual teacher for a later date.

PARKING: Traffic congestion outside the school can be problematic on consultation evenings. If you are able to walk to the school this would be preferable. If you do drive, we would be grateful for your co-operation in making sure that the traffic moves smoothly along Windmill Lane by approaching the school from the London Road end and exiting via Highfield Road.

ENTRY: Please enter the school through the main door at the front of the school and sign in at the desk with the students on duty.



Imberhorne Lane

East Grinstead

West Sussex

RH19 1QY

Tel: 01342 323562

E-Mail: info@imberhorne.co.uk

www.imberhorne.co.uk



STUDENTS: Students are requested to attend with their parents. **They should be in full school uniform.**

Mrs Timson, Assistant Headteacher, will be available on the evening for any pastoral issues as I am likely to be fully booked with my class appointments.

We look forward to seeing you on Thursday 15th November. Please advise me if you are unable to attend.

Yours faithfully

Mr D Celani
Head of Year 7
E-mail: dcelani@imberhorne.co.uk

**** PLEASE BRING YOUR APPOINTMENT TIMES WITH YOU****