



WEST SUSSEX COUNTY COUNCIL

# IMBERHORNE SCHOOL

Headteacher: Mr Martin Brown

Compassion  
Achievement  
Respect  
Endeavour

*The cornerstones of our  
learning community*

12<sup>th</sup> June 2020

Dear Parent(s)/Carer(s)

We are delighted to share lots of important information with you this week, as we move through our transition programme. Our plan going forward will be to email parents every Friday with transition information and updates.

- [EduLink One - our Parent Portal](#)

We are ready to get you started on EduLink One which is our Parent Portal. We switched to this a few months ago because we found it a more straightforward and user-friendly system for parents. Please find below all the guidance needed for you to register on EduLink One. Login details will be sent to you during the morning of Monday 15<sup>th</sup> June. If you have not received your login details by mid-day, please contact our IT Support Team, either by calling 01342 310989 or e-mailing [itsupport@imberhorne.co.uk](mailto:itsupport@imberhorne.co.uk). Please check your 'Junk/Spam' folders first though.

As part of the login process, you will need to register all your child's details electronically. This replaces our old paper admission form and is essential to make sure we hold accurate details for your child and their emergency contacts. Once you have completed this, there are also a couple of forms on EduLink One that need completing as part of the admission process. The details of these are also on the guidance below. We ask that this is completed by next **Friday 19<sup>th</sup> June** as this will be the way we communicate with you going forward.

- [Admissions booklet / Q&As](#)

Below is the link to our website where you can find the admissions booklet which we hope will answer a lot of questions and provide helpful information. Please share this with your son/daughter and talk it through with them.

<http://www.imberhorne.co.uk/sites/default/files/Admissions%20Pack%20all%20pages%202020%20abridged.pdf>

This may create some questions so we have created a 'Q&A' form on our website. If you have a question that the website does not answer, fill this form in then it will be directed to the most relevant person to reply to you.

<http://www.imberhorne.w-sussex.sch.uk/content/year-6-year-7-transition-question>

You can of course, email staff individually. I have added details for the key staff regarding transition at the bottom of this email. They can also be found on our website transition page and in the admissions booklet.



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- Induction day

We have been awaiting clarification from the Government regarding transition activities and induction days for the Summer term. All of the guidance at present is based on 'virtual alternatives' in line with Public Health England and the DfE. Due to cross contamination and 'infection control', any face to face plans are not realistically viable nor recommended. West Sussex confirmed the following information on Wednesday:

***At this point, it would not be appropriate for children from different feeder schools to be visiting their receiving junior or secondary schools for taster days this term. We ask schools to look at alternative ways in which virtual contact can be made with parents and children, information can be communicated and questions answered, whilst avoiding bringing children from different schools or learning groups together physically and then returning to their home schools.***

This means that we will be unable to hold our Meet and Greet sessions with parents and students. It also means that we will not be able to have our Induction Days planned for July. We are extremely disappointed by this as we were looking forward to meeting you and your children in school before September. As a response to this we are going to ensure every family receives a phone call home between 22<sup>nd</sup> June and 3<sup>rd</sup> July. I appreciate some families have already had this contact because of specific concerns. We are also looking at more virtual alternatives to support the transition and will update you as we progress. We have planned physical inductions days in September including the small group visits for SEND students. This will obviously be dependent on the Government guidelines but we are very hopeful that these will happen.

Our virtual tour is nearly ready and we will be delighted to share details of this in next Friday's email.

Please don't hesitate to get in touch if you have any concerns. Take care and stay safe.

Yours faithfully,

Mrs Timson

Assistant Headteacher

SENDCo	Mrs Sarah Marchant	<a href="mailto:smarchant@imberhorne.co.uk">smarchant@imberhorne.co.uk</a>
Transport & Welfare	Mrs Sandra Cook	<a href="mailto:scook@imberhorne.co.uk">scook@imberhorne.co.uk</a>
Pastoral	Mrs Lisa Galloway	<a href="mailto:lgalloway@imberhorne.co.uk">lgalloway@imberhorne.co.uk</a>
Uniform	Miss Kayleigh Moss	<a href="mailto:kmoss@imberhorne.co.uk">kmoss@imberhorne.co.uk</a>
Head of KS3	Mrs Heather Timson	<a href="mailto:htimson@imberhorne.co.uk">htimson@imberhorne.co.uk</a>

- EduLink One - Instructions

In normal times we'd ask you to complete a number of of paper forms and return them to us at a Meet and Greet evening. As this is not possible this year, we are instead issuing logins earlier than usual to our Parent Portal – EduLink One – and would ask that you take a moment to login and complete the "paperwork" online.



If you have older students at Imberhome you should already have a login and the same login will give you access to your child that is due to start with us in September. If you are new to Imberhome, or haven't ever logged in to EduLink One, you will be receiving an e-mail on Monday 15<sup>th</sup> June with your login details.

Once you've registered, which is simply a case of clicking the link in the e-mail and choosing a password, we'd ask you to do two things in EduLink One:

### **1 - Check the details we hold:**

Please click the "Update Information" link in EduLink One. This will open a screen with two columns – the left hand one displaying some names, and the right-hand column containing data relating to the individual on the left.

It will start showing your details (of the parent/carer that is logged in to EduLink One). Please check these and make any amendments as required.

Once complete, please click the name of your child in the left-hand column and check these details too – note any contact information on this screen relates to the student and as such we don't expect, or require, telephone numbers or e-mail addresses to be listed.

In the "Family contacts" section you will find listed all the people listed as emergency contacts on your child's record. Unfortunately, for data protection reasons, EduLink One doesn't allow you to see the details we hold for people other than yourself. The person listed as priority 1 can, however, remove and add contacts – if you have reason to believe the data on record may be wrong we suggest that contacts are removed (by using the dustbin icon) and then re-added using the green plus icon.

Once you have finished making changes please press the "Save" button to send the change to us – if you haven't made any changes the "Save" button won't light up and you can simply close the update information screen.

### **2 – Complete some forms:**

Once you've checked the data we hold, please click the "Forms" icon in EduLink One. You should then see three forms that we'd like you to complete.

The "School Transport Agreement" is simply a yes/no check to indicate that you and your child agree to this set of rules.

The "Working Together" form collects information to help us work in partnership together

Finally, if your child needs to take any medicines during the school day, please complete the "Parental Agreement for School to Administer Medicine" form.

### **3 – September onwards**

Once Term starts, EduLink One will allow you to see a number of items of data about your child, including:

- Timetable
- Homework
- Attendance information
- Details of achievements
- Details of behaviour incidents
- School reports
- Cashless Catering balance and transaction history (although you need to add credit using a different system called ParentPay)
- Exam entries and exam timetables once the time comes for your child to sit public exams

If you have any problems accessing EduLink One, updating your details, or completing the forms, please get in touch with our IT Support Team – either by calling 01342 310989 or e-mailing [itsupport@imberhome.co.uk](mailto:itsupport@imberhome.co.uk)