



WEST SUSSEX COUNTY COUNCIL

IMBERHORNE SCHOOL

Headteacher: Mr Martin Brown

Compassion
Achievement
Respect
Endeavour

*The cornerstones of our
learning community*

September 2018

Dear Parent(s)/Carer(s)

In our first few weeks of the new academic year, I am pleased to say everyone has made a positive start to the term and that our new students have quickly settled into life at Imberhorne. I always write at this stage to provide information that I hope will provide a useful reference point for you during the course of this academic year. If you have any queries about this information please feel free to contact the relevant staff.

Is your child's contact data up to date?

At the start of every year we ask parents/carers to advise us of any changes to the data we hold on students. It is vitally important that this is accurate and up to date. We request that parents check their son/daughter's data online via SIMS Parent.

Once logged in you should select the "Data Collection" option which will allow you to view and update the details we hold on your son/daughter. When complete you submit the information to the school which we then authorise.

If you need to delete a contact, we request that you drop an e-mail to either ks3@imberhorne.co.uk or ks4@imberhorne.co.uk or sixthform@imberhorne.co.uk to let us know the reason. This is a precaution taken to ensure we do not inadvertently lose important details.

Please remember to use SIMS Parent to update contact details at other points in the school year if appropriate.

A link to SIMS Parent can be found on our website under Parents > Online Services. If you have not yet activated a SIMS Parent account, please e-mail our IT Support Team via itsupport@imberhorne.co.uk

External agencies and the school counselling service

We provide a counselling service at school which students can access, either by self-referring or by being referred by parents or staff. We always aim to inform parents if any such referral is made. In some instances, students may self-refer and not wish their parents to be informed. If you have concerns about this, please contact either Mr D Jones (Assistant Headteacher responsible for KS4) or Mrs H Timson (Assistant Headteacher responsible for KS3). The same issue applies to other services that exist beyond the school, such as the school nurse, educational psychologists or child and adolescent health services. Again we always aim to inform parents but occasions may arise when a student may not wish us to do so. Please use the given contacts if you have concerns about this matter.

Free school meals and pupil premium

You can register your child for Free School Meals if you get any of these benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999



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- The Guarantee element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Universal Credit

We provide further details about this matter on our website under 'Parents/Financial support/Pupil Premium'. If you believe you may be eligible I would encourage you to apply for this help. Applications can be made directly to WSCC through their website or more directly by following this link:

<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/free-school-meals/>

On the school website under 'Parents/Pupil Premium' we detail how we spend the additional funding provided by the government to support vulnerable students. Students in receipt of free school meals are eligible for such support paid for through this funding.

Medication

Guidance has been introduced by the Government regarding medical conditions and medication in school. If your son/daughter is on **any** regular medication, the school should be informed and an Individual Health Care Plan and Parental Agreement for School to Administer Medicine form completed.

Photographs

As part of our school activities, we may take photographs or video footage of individuals within our school. We may use such images on our website, our social media pages, around the school, and in school publications. Great care will be taken to ensure that photos or videos of students on the school website or our social media pages do not identify who they are and consequently expose them to unnecessary risk.

We will never publish named images of students outside the school without explicit written consent from both the student and a parent/carer. If we publish named images of students in school, for example on notice boards, we will ensure we have the consent of the student, and again will clearly explain how the photograph and/or video will be used.

Consent may be withdrawn at any time, information about this is included in our data protection policy.

Data Protection

In the day-to-day process of running our school we collect, hold and share lots of personal information. We abide by a number of pieces of data protection legislation, but in summary we promise to ensure that the personal information we hold is processed fairly, is correct, is stored safely, and is kept for no longer than needed.

Further details about the data we hold, why we hold it, what we do with it, and who we share it with can be found in our "Privacy Notices", available on our website at www.imberhome.co.uk/data-protection

School policies

A number of policies are available on the school website under 'About us/Policies'. We choose to publish the policies that most parents wish to access or see on our website. We have a number of other policies as well which you are entitled to see upon request.

School disruption/closure

We aim to update our school website as quickly as we can about any matters that might disrupt the smooth running of the school. More serious matters that may result in school closure will always appear on the website as quickly as possible. In addition to this we also publish information on our official school Facebook page and on our Twitter account.



School Trips

On the website under 'Parents/Trips' there is a summary document detailing the planned school trips for 2018-19 along with approximate costs and hope such information supports your own financial planning. We encourage parents/carers who may have financial concerns about trips to contact the school and talk to us in confidence about such matters. We are able to offer some financial assistance to help families meet such costs.

Travel and Transport

Information regarding this is also contained on our school website under 'Parents/Travel and Transport'. An information leaflet is available to download that provides details about buses and various routes to school routes. If you have any particular concerns or queries about travel and transport our school transport manager is Mrs S Cook, who can be contacted via email at scook@imberhorne.co.uk.

Uniform

I am very grateful to parents for helping the school uphold our uniform policy. It is a matter that we think is important and helps establish certain expectations about the school. We have put guidance documents on the website under 'Parents/Uniform' that clarify the uniform we expect students to wear. The school welcomes the return of uniform items, which are in a good condition, from families once their children have outgrown them. This enables us to redistribute pre-owned uniform if the need arises.

We introduced a new uniform from September 2018 which is currently worn by students in Years 7, 8 and 9. The new uniform will transfer into Year 10 next year and Year 11 the year after.

Our uniform policy clarifies our expectations about students' appearance, this also includes information about appropriate haircuts/styles, jewellery and footwear.

Parents' Consultation Evenings

We hold a consultation evening for every year group in the school. This provides an opportunity to meet your son/daughter's teachers in order to gauge how well they are settling into their learning, the progress they are making and areas for development. In order to provide as much time as possible for these sessions we slightly compress the school day finishing lessons at 2.30pm on consultation days. Appointments then commence at 3.30pm. Parents book appointments via our online system, information about this is distributed a couple of weeks prior to the consultation evening.

Parents' Forum

The Parents' Forum provides an opportunity for parents to engage with myself, the Chair of Governors and other senior staff in discussions about emerging school plans and/or issues. We hold Parents' Forum meetings once every term and have previously received very useful feedback and suggestions that have helped inform proposed changes. Any parent interested in being part of the Forum should contact Mrs. S. Tottman (stottman@imberhorne.co.uk).

Holidays

Please note there is no longer any entitlement for parents to take their child on holiday during term time. Government legislation directs schools to only authorise holiday requests in exceptional circumstances. Further information about this is available on our website along with forms that should be completed well in advance of any such request and then submitted to the school.

Parking

Parking at both sites is difficult both at the end of the day and at other busy times. For the safety of students, if it is necessary for parents to collect children I request parents to take account of the following guidance:



Imberhorne Lane: at the beginning or end of the school day; please do not drive into the school car park or park close to the gate or on the yellow lines. Please drop off/wait further up Imberhorne Lane so that the students walk along the road a little way to/from school. There is a signalised pedestrian crossing opposite the school playing field which will assist this.

Windmill Lane: although this is not a one-way street it would be much easier and safer at busy times if all drivers approached the school from the London Road, travelling in the same direction as the buses, and continued to the Lingfield Road as they leave. I would also urge visitors to our Lower School site to ensure that they have not parked across the driveways or gates of our neighbours on Windmill Lane. The Dorset Avenue gate is part of our 'Safer Routes to School Scheme'. In view of this, we also **request that students are not dropped off or collected by car from Dorset Avenue.**

I hope a number of queries and possibly future queries are answered with the information we have provided in this letter. We seek to regularly update our website in order to provide you with access to all appropriate support and guidance.

Yours faithfully

Mr M Brown
Headteacher