



WEST SUSSEX COUNTY COUNCIL

IMBERHORNE SCHOOL

Headteacher: Mr Martin Brown

Compassion
Achievement
Respect
Endeavour

*The cornerstones of our
learning community*

November 2019

Dear Parents/Carers

YEAR 13 CONSULTATION EVENING
Wednesday 27th November at Imberhorne Lane 4.00–7.00pm

We look forward to seeing you at the forthcoming Year 13 Consultation Evening.

The online appointment system will go live at 9am on Saturday 16th November and will close at 9.00 am on Wednesday 27th November. If you wish to check your login details prior to this time, this system can be accessed already, but you will be unable to make appointments until bookings are live. Should you need to make any changes after that time, please contact Nancy Covill, Sixth Form Secretary, by telephoning 01342 310986 or emailing on sixthform@imberhorne.co.uk.

To book your appointments with your son's/daughter's teachers, 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.

Appointments

Each appointment will be a maximum of 5 minutes to allow you to see all the teachers you wish. The online system will automatically ensure you have left 5 minutes between each appointment to move rooms. If you then wish to have a longer discussion than this, please arrange a separate meeting with the individual teacher for a later date.

Mr Crees has appointments available labelled "Year 13" in addition to his teaching subjects. Please only book one of these if you have been asked to.

Year 13 Progress reports

These have already been issued via the SIMS Parent app/website and will provide the main focus for the evening.

On arrival

On arrival, please come to the Main Reception area to collect a list of staff and a map. The name of any absent staff will be displayed there for your information.

Parking

Parking is available on school grounds or in the public car park at Imberhorne Lane.

Students

We **do** expect students to attend the evening.

Please do not arrive before 4.00pm to enable us to set up the hall – Many thanks

Yours faithfully

Mr G Crees
Head of Sixth Form

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