



WEST SUSSEX COUNTY COUNCIL

IMBERHORNE SCHOOL

Headteacher: Mr Martin Brown

Compassion
Achievement
Respect
Endeavour

*The cornerstones of our
learning community*

January 2019

Dear Parents/Carers

Year 11 Consultation Evening - Thursday 7th February 2019 at Imberhorne Lane 3.30-7.30pm

Further to the list of Key Dates you received at the beginning of this academic year (also published on our school website under Dates/Key Dates), I have pleasure in inviting you to the Year 11 Consultation Evening on Thursday 7th February 2019. In line with school policy, assemblies will be cancelled allowing the school day to finish at 2.30pm. Bus companies have been notified of these changes.

Appointments are 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 **7.00pm on Tuesday 29th January and will close at 9.00am on Thursday 7th February**. If you wish to check your login details prior to this time, this 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, or have any queries, please contact Mrs C Bryant, Key Stage 4 Secretary, by telephone or email cbryant@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 a maximum of 5 minutes. The online system will automatically ensure you have a five minute gap between each appointment to allow you move rooms. If you wish to have a longer discussion, please arrange a separate meeting with the individual teacher for a later date.

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. Please bring your appointment times with you. **Please do not arrive before 3.30pm to enable us to set up the hall and rooms.**

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

Students: Students are requested to also attend and should be in full school uniform.

Yours faithfully
Mr G Friend
Head of Year 11



Imberhorne Lane
East Grinstead
West Sussex
RH19 1QY

Tel: 01342 323562

E-Mail: info@imberhorne.co.uk

www.imberhorne.co.uk