



WEST SUSSEX COUNTY COUNCIL

IMBERHORNE SCHOOL

Headteacher: Mr Martin Brown

Compassion
Achievement
Respect
Endeavour

*The cornerstones of our
learning community*

September 2019

Dear Parent(s)/Carer(s),

It was a pleasure to meet with so many of you at our recent Year 12 briefing evening. The notes from the evening can be found on the school website, using the following link:

<http://www.imberhorne.co.uk/sites/default/files/Y12%20Briefing%20Evening%20September%202019.pdf>

I hope your son/daughter has settled well into Sixth Form and you have seen evidence of them developing positive work habits.

Each year we produce a list of key dates for parents which we hope you will find useful. These for Year 12 can be found on our website under Dates/Key Dates, or by following this link:

<http://www.imberhorne.co.uk/content/key-dates>

Please may we remind you that we cannot authorise parents to take Sixth Form students out of school for family holidays unless in exceptional circumstances, and under no circumstances should students be requesting time off from school to go on holiday with friends.

We would ask that students are sensible with paid work and whilst writing, I would also like to confirm that all Sixth Form students are required to attend:

- A PD (Personal Development) lesson on Wednesday Period 5, once a fortnight, (Week A)
- A weekly designated morning mentoring slot with their personal mentor – these were confirmed at the start of term.
- A termly mentor meeting with their personal mentor – these appointments will be confirmed well in advance with students.

For those of you not present at the briefing evening, I would like to advise you that we monitor attendance and punctuality to lessons closely. If your son/daughter is unable to come to school please inform the school by 08.40am on the day of their absence by one of the following methods:

- calling our Sixth Form secretary on 01342 310986 before 8.40am
- emailing sixthform@imberhorne.co.uk
- calling the main school number on 01342 323562 and using the automated absence reporting system

Any student who is absent or arrives late to a lesson, registration or assembly without good reason will first be issued with a reminder, then a warning from myself and if the problem persists, a meeting with parents.

The dress code for Sixth Form has been explained to students and was highlighted at the briefing evening. We expect students to wear clothes suitable for a place of work. We would very much appreciate your support in this matter, as we are, of course, a sixth form within a school and sixth

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form students are role models to younger students. The details are in the slides from the briefing evening.

We must also make you aware that if high value items (phones/i-pads,laptops etc) are brought into school, we can take no responsibility for any loss or damage to the equipment.

We have lots of exciting events planned for the coming year and the Sixth Form team very much hopes that your son/daughter will have an enjoyable and successful year.

If you have any academic queries please contact your son's/daughter's Personal Mentor or teachers directly in the first instance. Pastoral issues should be directed to Sadie Evans, Sixth Form Pastoral Support on sevans@imberhome.co.uk or to myself.

Thank you in advance for your valued support.

Yours faithfully

Mr G Crees

Head of Sixth Form

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