



WEST SUSSEX COUNTY COUNCIL

IMBERHORNE SCHOOL

Headteacher: Mr Martin Brown

Compassion

Achievement

Respect

Endeavour

*The cornerstones of our
learning community*

2nd October 2020

Dear Parents and Carers

I am sharing with you a fairly lengthy letter today. At the beginning of each academic year there are always important updates and reminders to share. Inevitably, when added together, these can seem quite substantial. I hope this letter provides a useful reference point for any queries or questions that may occur.

You will be aware that last academic year we launched a new information portal called Edulink. We reference Edulink in this letter, recognising it is a really effective tool for sharing information with yourselves and our students. We shortly intend to move our communication to Edulink and believe there are benefits in doing this. It means that all school communication is retained in one place, regardless of who it is from, thereby avoiding the possible vagaries of email settings which can, on occasions, cause problems. When new messages are received in Edulink you will receive a notification. Whilst you will continue to receive emails from the school, messages will also be saved directly into Edulink, effectively creating an archive of information for future reference.

A link to EduLink can be found on our website under 'Parents > Online Services'.

In discussions with some fellow Headteachers I am aware that our attendance figures currently look very strong. After three weeks back at school attendance is just under 94%, this appears to be higher than many other schools and reflects your trust in us and the value you place on good attendance. We appreciate these are unsettled times and are aware that there are many factors, beyond our control, that may influence future attendance. Thank you for the efforts you are making. The feedback I am receiving from staff is overwhelmingly positive about how well students have settled back into lessons and how focussed they are. The school remains a very calm and settled place.

Finally, I would like to say our lanyard system is working really well and helping us quickly and easily distinguish between year groups, we do however have a small number of students who frequently forget or misplace their lanyard and have to be provided with replacements. It would save a great deal of time in the mornings if we did not have to manage this, we ask therefore if your son or daughter is one of these individuals you help them with their personal organisation. We really appreciate your help.

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Information updates:

Homework

All students will be required to complete homework, this plays an essential role in:

- Consolidating, supporting and extending classroom-based learning
- Encouraging independent learning and research including study skills
- Fostering a deep interest in learning
- Improving personal organization
- Developing the partnerships between home and school

Homework is set on-line by teachers; this information can be accessed by parents and students through Edulink.

In Key Stage 3

- Students are usually set weekly tasks in English, Mathematics, Science and Modern Foreign Languages. In all other subjects, homework is set at appropriate times when it is meaningful to do so
- In Year 7, tasks should take approximately 20 minutes per subject
- In Year 8 and 9, tasks should take approximately 30 minutes per subject

In Key Stage 4

- Students are usually set weekly tasks in each of their subjects
- The length of time required to complete tasks may vary from subject to subject and upon the demands of the course but will not normally require more than 45 minutes each week

Assessment and Reports

Regular and informative feedback for students about their work is an important part of building success. Students undertake a limited number of key assessments in a year in each of their subjects, these could be in the form of a formal test or an exercise in class. Upon completion of these assessments they then engage in a structured reflection exercise finding ways to further improve their responses. The outcomes of these key assessments are recorded in departmental trackers, parents are able to see most of this assessment information through Edulink.

- KS3: English, Mathematics and Science will have at least three key assessments per term. All other subjects, at least one assessment per half term
- KS4 & KS5: At least two key assessments per half term



In addition to this we create and publish two reports a year. These reports provide an assessment overview and detail about attitude to learning including references to effort, attitude and ability to work independently. Reports are published as PDF files in EduLink. We will write and inform you when they are available.

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 EduLink.

Once logged in you should select the 'Update Information' 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@imberhome.co.uk or ks4@imberhome.co.uk or sixthform@imberhome.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 EduLink to update contact details at other points in the school year if appropriate.

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
- 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.



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 - GDPR

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.imberhorne.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 and Twitter page.

School trips

On the website under 'Parents/Trips' there is a summary document detailing the planned school trips for any given academic year along with approximate costs and hope such information supports your own financial planning. This year our capacity to offer such trips is restricted, we are unlikely to run school trips in the Autumn Term. We do, however, 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.



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. This year parents' consultation evenings may not run as usual, we are considering alternative formats for these to limit contact.

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 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.** At present we are using the Dorset Avenue entrance for Year 9 students (to aid the separation of year groups). We ask that parents refrain from driving into this road if possible and are mindful of our neighbours, ensuring that driveways are not blocked and the area outside the school is kept clear.

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