



WEST SUSSEX COUNTY COUNCIL

IMBERHORNE SCHOOL

Headteacher: Mr Martin Brown

Compassion
Achievement
Respect
Endeavour

The cornerstones of our learning community

19th March 2020

Dear Parent(s)/Carer(s)

Now that school closures have been confirmed I would like to finalise arrangements with you. As from Monday 23rd March the school will be closed for all students apart from the children of key workers and students with a particular identifiable need. The parents of these students have been contacted and arrangements made for them to receive appropriate support in school. If you believe your son/daughter should be included in these groups please let me know as quickly as possible.

All other students will now be following our online learning programme from home. To ensure you can support your son/daughter in following this programme I recently shared an email with you that had been sent to all students. This email contained some technical information about how to access the work and which programmes would be available for use. Our expectations for all students are as follows:

- Students are expected to follow their normal timetable (Monday – Friday) so that their working day continues to be divided into 5 x one-hour lessons. We expect them to complete subjects in the order that they normally do in school, i.e. lesson 1 English, lesson 2 History etc
- Work will be set online. Teachers have been asked to ensure instructions for lessons are provided as **'homework' in SIMs**. This means that parents and students can see what is set (you will see this appear in SIMs Parent or Edulink One, our replacement platform for SIMs Parent) Sometimes that information may direct students to other resources such as google classroom
- Students will be able to see their 'homework' because they have either synchronised their electronic device (phone or tablet) with their outlook calendar, or through the use of Edulink One, our new digital platform. They have been provided with information explaining how they can undertake either of these exercises
- If work has to be accessed on the school network, students can use a programme called 'Foldr' to do this

In the first instance staff have planned independent learning tasks for up to two school weeks. We will continue to respond to information we get from the DfE and West Sussex County Council, preparing further materials as necessary.

If your son/daughter has any queries or concerns about the work they have been set they should contact their class teacher, by email, in the first instance. If they have other concerns or queries they can also contact their form teacher. Contact details are on the school website.

If you have particular concerns or queries you may feel that subject staff and/or form teachers are the best people to contact. If you have more significant concerns I ask that you contact your son's/daughter's Head of Year.

Imberhorne Lane
East Grinstead
West Sussex
RH19 1QY

Tel: 01342 323562

E-Mail: info@imberhorne.co.uk

www.imberhorne.co.uk





If there are significant changes in your circumstances or issues arise that you feel we should be aware of please do not hesitate to contact us. Senior staff will be available every school day either by email or, on a rolling programme, in person at the school. A very small number of staff may be present at the school on occasions. We expect the overwhelming majority of staff to be working from home, actively supporting our students.

These are truly unique circumstances that are testing our systems and capacity to its limit. Please be patient if things do not always work quite as smoothly as I describe. Our intentions are to do the very best we can for all our students. We hope that the quality of our planning means that students are able to work from really good resources that provide appropriate stretch and challenge for all. We are relying on your support and we also recognise difficulties may arise.

We wish you all the very best and hope that we can soon look back at this period as a time when we worked together and stood together to overcome what is being described as one of the greatest challenges we have faced in our time.

Your faithfully

Mr M Brown, Headteacher