



WEST SUSSEX COUNTY COUNCIL

# IMBERHORNE SCHOOL

Headteacher: Mr Martin Brown

**Compassion**  
**Achievement**  
**Respect**  
**Endeavour**

*The cornerstones of our  
learning community*

Dear Parent/Carer

I hope you all received your email sent yesterday inviting your child to attend a **Form Group Virtual Meeting** next week. You will notice that they are all after school so that we avoid clashing with school and any end of Year 6 events. I hope your child is able to attend.

## Induction Booklet

This is a really helpful student guide. Please use the link below to find it on our website. It would be helpful if you could print this out if possible. We will be referring to this on our Form Group Virtual Meeting. We will also be using it on the first day in September. Year 6 teachers will be sent the link as well so can use it to support students who are attending school.

<http://www.imberhorne.co.uk/sites/default/files/Induction%20Booklet%20Yr7%202020-21%20abridged.pdf>

## Cashless Catering

As you may be aware, we run a Cashless Catering system in our canteens. Each student receives a Cashless Catering account which parents load money onto using an online service called ParentPay. There is absolutely no obligation to use our canteen – students are welcome to bring a packed lunch. Many students mix and match – perhaps eating in the canteen a few days a week with a packed lunch on other days, or purchasing a breketime snack with a packed lunch as their main meal. Ordinarily, students access their accounts in our canteens using a finger scan. Due to the current climate we are pausing our use of finger scans in September and switching to a contactless card system.

You will receive your login details for ParentPay in the last two weeks of the summer holiday, at which point you will be able to login and add credit to your son/daughter's Cashless Catering account. If you have an older child at Imberhorne you will be able to add your younger child to your existing ParentPay account once you receive these login details. We will issue your child a temporary card on the first day of term which will enable them to access their account and the funds you have loaded. Shortly after our school photographer has visited, which is scheduled for the second week of term, your child will receive a permanent card featuring their photograph. These cards will also be used in other areas of the school that usually use finger scans for authentication, such as collecting work from Pull-Printers or borrowing a laptop. Once we reach a stage where finger scans become safe again, we will be in touch to seek your consent to take a finger scan of your child, along with details of how the finger scanning process will be managed.

If you haven't received your ParentPay login details by Tuesday, 1<sup>st</sup> September, please contact our IT Support Team on 01342 310989 or [itsupport@imberhorne.co.uk](mailto:itsupport@imberhorne.co.uk) who will be able to assist.

**Imberhorne Lane**  
**East Grinstead**  
**West Sussex**  
**RH19 1QY**

Tel: 01342 323562

E-Mail: [info@imberhorne.co.uk](mailto:info@imberhorne.co.uk)

[www.imberhorne.co.uk](http://www.imberhorne.co.uk)





In order for your child to eat in our canteen on the first day of term it is essential that you have loaded funds to their cashless catering account via ParentPay before the first day of term. If you are unable to do this for any reason your child will need to bring a packed lunch with them as we will be unable to accept any emergency cash or cheque payments on the first day of term.

### **Transport**

All transport is arranged by West Sussex County Council. They will be in touch over the Summer holidays and will provide you with the bus allocation. Normally students use the letter provided by West Sussex for the first few days until the school receives bus passes to issue. I am sure this will be the same method for the next academic year but they may make some changes. We have not been informed of any changes as yet. If you have any concerns about transport to school then please use the contact information below:

**If you pay your council tax to Mid Sussex please contact West Sussex County Council Transport: 01243 753530 or follow this link:**

<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-and-college-transport/apply-for-transport-to-school/free-school-transport/>

**If you pay your council tax to Tandridge please contact Surrey County Council Transport: 0300 200 1004 or follow this link:**

<https://www.surreycc.gov.uk/schools-and-learning/schools/transport>

If you do have any further issues please contact Mrs Sandra Cook, School Transport Coordinator, who will be checking email periodically over the holidays.

[scook@imberhorne.co.uk](mailto:scook@imberhorne.co.uk)

There will be a final email next Friday before the Summer holidays which will provide information about Imberhorne school and arrangements for next year.

Yours faithfully,

Mrs H Timson  
Assistant Headteacher