



WEST SUSSEX COUNTY COUNCIL

# IMBERHORNE SCHOOL

Headteacher: Mr Martin Brown

Compassion  
Achievement  
Respect  
Endeavour

*The cornerstones of our  
learning community*

March 2020

Dear Parent(s)/Carer(s)

## **Year 12 Consultation Evening** **Thursday 12th March at Imberhorne Lane 3.30pm–7.30pm**

I have pleasure in inviting you to the Year 12 Consultation Evening on Thursday 12th March 2020. 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 can be 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 **8.30pm on Thursday 5th March** and will close at **9.00 am on Thursday 12th March**. If you wish to check your login details prior to this time, this system can be accessed already, but you will be unable to make appointments until bookings are live. Should you need to make any changes after that time, please contact Sadie Evans on 01342 310986 or email [sixthform@imberhorne.co.uk](mailto:sixthform@imberhorne.co.uk).

To book your appointments with your son's/daughter's teachers, 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 to allow you to see all the teachers you wish. The online system will automatically ensure you have left 5 minutes between each appointment to move rooms. If you then wish to have a longer discussion than this, please arrange a separate meeting with the individual teacher for a later date.

**Mr Crees/Ms Nash have appointments available labelled "Year 13" in addition to their teaching subjects. Please only book one of these if you have been asked to.**

### **Year 12 Progress reports**

These have already been issued via the SIMS Parent app, and will provide the main focus for the evening.

### **On arrival**

On arrival, please come to the Main Reception area to collect a list of staff and a map.

### **Parking**

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

### **Students**

We **do** expect students to attend the evening.

We look forward to seeing you on the 12th March 2020. Please advise me if you are unable to attend.

**Please do not arrive before 3.30pm to enable us to set up the hall – Many thanks**

Yours faithfully

**Mr G Crees**  
**Head of Sixth Form**

**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)

