



WEST SUSSEX COUNTY COUNCIL

IMBERHORNE SCHOOL

Headteacher: Mr Martin Brown

Compassion
Achievement
Respect
Endeavour

*The cornerstones of our
learning community*

Ref: GFR/TM

November 2019

Dear Parent(s)/Carer(s)

Year 7 Parent Tutor Conversations – Thursday 21st November 2018 - 3.00pm to 6.00pm

I have pleasure in inviting you to our Year 7 Parent Tutor Conversations Evening on Thursday 21st November. This is a new initiative that we have introduced this year to allow Year 7 parents to meet with their son/daughter's form tutor to discuss how they have settled in to life at Imberhorne School.

The event will take place in the main hall at Windmill Lane and you will have the opportunity to ask any questions or discuss any concerns you may have.

There will also be other key members of Lower School staff available during the evening as listed below. If you need to speak to any of these, there is no need to make an appointment, just drop in before or after your appointment with the form tutor.

Head of Key Stage 3 – Mrs Timson
Head of Year 7 – Mr Friend
SENDCo – Mrs Marchant
Pastoral Assistants – Mrs Perks & Mrs Galloway

Inclusion Manager – Mrs Yates
Learning Mentor – Mrs Daw
Welfare & Transport – Mrs Cook

Appointments will last 5 minutes and need to be booked using our easy to use, online appointment booking system. To book, 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.

The online appointment system will go live at **9.00am on Saturday 9th November and will close at 9.00am on Thursday 21st November**. If you wish to check your login details prior to this time, the system can currently be accessed, but you will be unable to make appointments until it goes live. Should you need to make any changes after the closing time, please contact Mrs Tracey Monaghan, Key Stage 3 Secretary, by telephone or email tmonaghan@imberhorne.co.uk.

PARKING: Traffic congestion outside the school can be problematic on consultation evenings. If you are able to walk to the school this would be preferable. If you do drive, we would be grateful for your co-operation in making sure that the traffic moves smoothly along Windmill Lane by approaching the school from the London Road end and exiting via Highfield Road.

Imberhorne Lane
East Grinstead
West Sussex
RH19 1QY

Tel: 01342 323562

E-Mail: info@imberhorne.co.uk

www.imberhorne.co.uk





ENTRY: Please enter the school through the main door at the front of the school and sign in at the desk with the students on duty. There will be staff and students on hand to show you where to go.

STUDENTS: Students are requested to attend with their parents. **They should be in full school uniform.**

In line with school policy, the school day will be compressed and finish at 2.30pm. Bus companies have been notified of these changes and transport details will be sent nearer to the event.

We look forward to seeing you on Thursday 21st November. Please advise me if you are unable to attend.

Yours faithfully

Mr G Friend

Head of Year 7

E-mail: gfriend@imberhorne.co.uk