



ADMISSIONS PACK

Strive
Support
Succeed



Admissions



Information for new students and their families

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Welcome

Dear Parents and Carers

We are delighted that you have chosen Imberhorne School for your child and look forward to welcoming them into our community in September.

Our priority is to make the transition from primary to secondary education as smooth as possible, ensuring that all students begin life at Imberhorne School feeling confident, assured and excited for the experiences ahead of them. The transition programme is led by Mrs Emma Best, Senior Assistant Headteacher with responsibility for Key Stage 3. All letters about transition will be posted on our website.

It is important that you find out as much as you can about Imberhorne and that we, in turn, learn as much as we can about our new students so that we can be ready to both challenge and support them. We have been busy gathering information about your child's primary school experience and ensuring that we have detailed discussions with the staff that know them best. We ask that you provide us with as much information as possible to support the transition process for your child. You will have received an Admissions Form as part of this process - please return this to us at your earliest convenience if you have not yet done so.

All Year 6 students intending to join us in September are also invited to attend our Induction Day on Wednesday 1st July. This will provide them with an opportunity to experience life at Imberhorne on a typical day. They will participate in some lessons, meet their Form Tutor and get a chance to orientate themselves at the Windmill Lane site.



On the evening of Wednesday 1st July families are invited to attend a Parents' Information Evening at the Windmill Lane site, commencing at 6.15pm. At this meeting we will provide important information about the start of term and put faces to names with key staff. One such key staff member will be your child's Form Tutor, who will be there to meet you. Regular communication with the school is important and the majority of our communications will come via email and the Bromcom app. We also have lots of useful information on our website and regularly use social media to celebrate student achievements, as well as providing important reminders about forthcoming events and activities.

We are very much looking forward to meeting with you and your child and establishing a relationship that will last for the next five or seven years on what will be an exciting and enriching journey for them.

Yours faithfully,
Mr M Whatford
Headteacher

Partnership

**Achievement • Ambition • Community
Resilience • Respect**

Our Core Values

As a school, Imberhorne is committed to its students. One of the most important ways to achieve this success is for students, parents and the school, including the school governors, to work together. This partnership is highly valued by the school and built upon mutual respect and shared responsibilities.

Key aspects of our partnership with parents includes

- **Regular communication between the school and home regarding academic and personal development**
- **Mutual support regarding school expectations, including upholding school rules and promoting the highest levels of attendance and punctuality**
- **Clear communications about all matters to do with safety and wellbeing that helps support effective pastoral care**



Senior Assistant Headteacher with responsibility for Key Stage 3
Mrs E Best



Head of Year 7
Mr S Hill



Acting Head of Year 7
Mr J Rounding

We ask all parents to tell us if they have any concerns or information about a child's progress or wellbeing.

Once your child begins their time at Imberhorne, please contact your child's Form Tutor in the first instance, with any concerns or questions.

Our Pastoral Support Assistants are also available during the school day, they can be contacted by email at any time.

Other Key Staff at Key Stage 3 are:



Assistant Head of Year - Safeguarding
Mrs N Beeney



Assistant Head of Year
Mrs T Holley



KS3 Admin Manager/
Medical Welfare /
Transport Coordinator
Mrs S Cook



KS3 Secretary
Mrs M Black



Term Dates

Please find below term time and holiday dates for the academic year 2026/2027

Autumn Term 2026

Inset Days: Tuesday 1st, Wednesday 2nd September

Thursday 3rd September - First day for Year 7 & 10

Friday 4th September - First day for Year 8, 9, 11

Monday 7th September - First day for Year 12 & 13

Half Term: Monday 26th October to Friday 30th October 2026

Inset Day: Friday 27th November 2026

Term Ends: Friday 18th December 2026

Spring Term 2027

Term Starts: Monday 4th January 2027

Half term: Monday, 15th February to Friday, 19th February 2027

Term Ends: Thursday 25th March 2027

Easter Holiday: Friday 26th March to Friday 9th April 2027

Summer Term 2027

Term Starts – Monday 12th April 2027

Half Term: Monday 31st May to Friday 4th June 2027

Term Ends – Wednesday 21st July 2027

Inset Days: Friday 2nd & Monday 5th July 2027

During the year there may be parent consultation days when the school will be closing at 2.30pm. You will be notified nearer the time of the dates.

Please do not hesitate to contact the school if you need any further information regarding school holiday dates, or visit our website.

Induction Day



Our Induction Day is on Wednesday 1st July 2026

Your child/children will spend a day at our Windmill Lane site where he/she will participate in a variety of activities designed to provide experience of an 'Imberhorne Day'.

The details are as follows:

Times: Students should arrive at Windmill Lane by 8.30am. The day will end at 2.30pm.

Meeting Place: As soon as students arrive at Windmill Lane they should report to the Sports Hall. There will be lots of help on hand to assist with directions.

Clothing: Your son/daughter will be expected to wear their Primary School uniform. On this occasion we would like students to wear trainers to school in case one of their lessons is PE.

Details of the Day: Students will be placed in their new Form groups and attend a number of lessons during the day.

Food: Please make sure your child brings a packed lunch (including a snack for breaktime) and sufficient water for the day. **No nuts or produce containing nuts.**

Equipment: A pencil case with pen, pencil, eraser, coloured pens/pencils, and ruler.

We look forward to welcoming our new students on Wednesday 1st July 2026.



Cashless Catering

We directly run our canteen which provides us with flexibility in terms of the range of good quality food available for all students. Students may also choose to bring a packed lunch, some choose a combination of both.

Our canteens operate a cashless catering system. Each student has a canteen account which families top up with money online, using a credit or debit card. Canteen purchases made by your son/daughter are then deducted from this account.

Students are issued an ID Card on the first day of term in September - this card gives them access to their cashless catering account and should be presented when they reach the canteen till. If students forget or lose their card their Pastoral office will issue a temporary PIN which will allow them to access their canteen account.

Any student wishing to purchase food in our canteen needs to have sufficient credit on their account to cover the purchase.

Our canteens serve a variety of food – the breaktime offering is more snack based, whilst full hot meals are available at lunchtime. All food is available on a turn-up and buy basis, however we also offer the option of pre-ordering lunchtime hot meals via the Fusion Online app to offer the certainty that your preferred meal is available.

We believe our cashless system offers a number of benefits, including:

- Faster canteen service – it takes less time at the till to process a cashless transaction
- Ensuring dinner money is spent in the school canteen and not in shops on the way to school



- Removing potential issues associated with students having money in school, such as loss
- Allowing families to view online details of the purchases their son/daughter has made
- Assisting students in learning about money management – students can view their balance each time they make a purchase. (Optionally, low balance reminders can be e-mailed to parents/carers)
- Greater equality – students that qualify for a free school meal have a daily allowance credited to their account automatically, appearing in the same way as that credited by parents. (Families can still top up these accounts to allow for extra purchases above the allowance if desired)

Log in details

Further information about ParentPay and the pre-ordering system, along with details of how to log-in and register, will be emailed home towards the end of the Summer holidays.

Sample menus

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Break Panini £2.20 Sausage Roll £1.20 Veggie Burger £1.20	Break Chicken Burger £1.60 Veggie Sausage Roll £0.85	Break Panini £2.20 ½ Panini £1.20	Break Toasted Sandwich £1.30 Pizza £1.20	Break Bacon Roll £1.00 Cheese Twist £1.20
Lunch Tomato & Basil Pasta Bake & Salad £2.20 Bolognese Pasta Bake & Salad £2.20	Lunch Chicken Curry, Rice & Naan £2.20	Lunch Roast Chicken, Potatoes & Veg £2.20 Cheese & Veg Bake £2.20	Lunch Sausage, Mash & Peas £2.20 Veggie Sausage, Mash & Peas £2.20	Lunch Fish, Chips & Peas £2.20 Veggie Burger, Chips & Peas £2.20 Jacket Potato with Cheese, Beans, Tuna Mayo, Coleslaw £1.70 2 toppings £2.25 Baguette £2.30
Break Panini £2.20 Cheese Twist £1.20	Break Sausage in a Roll £1.00 Croissant £0.95	Break Panini £2.20 ½ Panini £1.20	Break Toasted Sandwich £1.30 Pizza £1.20	Break Panini £2.20 Bacon Roll £1.00
Lunch Spaghetti Bolognese & Garlic Bread £2.20 Veggie Bolognese & Garlic Bread £2.20 Jacket Potato with Cheese, Beans, Tuna Mayo, Coleslaw £1.70 1 topping £1.70 2 toppings £2.25 Baguette £2.30	Lunch Veggie Sausage Roll £1.00 Beef Curry, Rice & Naan £2.20 Quorn Curry, Rice & Naan £2.20 Jacket Potato with Cheese, Beans, Tuna Mayo, Coleslaw £1.70 1 topping £1.70 2 toppings £2.25 Baguette £2.30	Lunch Jacket Potato with Cheese, Beans, Tuna Mayo, Coleslaw £1.70 1 topping £1.70 2 toppings £2.25 Baguette £2.30	Lunch Cottage Pie & Veg £2.20 Quorn Pie & Veg £2.20 Jacket Potato with Cheese, Beans, Tuna Mayo, Coleslaw £1.70 1 topping £1.70 2 toppings £2.25 Baguette £2.30	Lunch Cottage Pie & Veg £2.20 Quorn Pie & Veg £2.20 Jacket Potato with Cheese, Beans, Tuna Mayo, Coleslaw £1.70 1 topping £1.70 2 toppings £2.25 Baguette £2.30

*Prices subject to change



Medication

Medication in School and Whilst on School Trips

If your son/daughter is on **any** regular medication, even if this is administered at home, the school must be informed. Prescription items from your doctor or hospital can be sent into school in the correctly marked packaging and can be administered according to the instructions on the packet. If your child needs to take medication whilst at school, please complete the *Parental Agreement for School to Administer Medicine form* which can be downloaded from the Parents section of our website, or request a copy from the school office. Please note that any medicine (including antibiotics) that are to be taken 3 times during the day should remain at home. If your son/daughter is asthmatic please ensure that spare inhalers, clearly marked with the student's name and expiry date of inhaler, are handed to Mrs S Cook, Medical Welfare.

Please also be aware that the Welfare Department are not allowed to administer any medication without your permission. Certain non-prescription items such as pain relief and hay-fever medication can be brought into school but must be kept in the school medical room along with a completed consent form. We would also request that you ensure that your son/daughter is fully aware that they are not to keep these drugs on their person whilst in school and **never** give their medication to a friend.

Any medication given at school will be recorded showing the date and time administered. If you have any queries about medication in school, please do not hesitate to contact us.



Uniform

School uniform identifies students with Imberhorne School and should be worn with pride and a sense of responsibility.

**All uniform can be purchased directly with us from our website:
<https://uniform.imberhorne.co.uk>**

We will also be open on Monday 27 July, Saturday 8 August and Monday 17 August to come and purchase directly. This will be at Imberhorne Upper School, Imberhorne Lane, RH19 1QY in the main hall between 10.00am and 2.00pm.

Please note: Uniform will not be available to try on.

All online uniform orders online will be delivered to your home address.

To ensure delivery before the start of the September term, please place your orders by Friday 31st July.

All sizes are in inches and true to size. Guidance is available on the website for each product. As a guide, measure chest size for t-shirts, jumpers and PE tops, and waists for girls' skirt measurement.

For skirt length, measure from waist to just above the knee.

To help ensure correct sizing, please use a tape measure to measure your child

A free printable measuring tape can be found here:

https://cdn.shopify.com/s/files/1/0070/7022/0354/files/Printable_Measuring_Tape.pdf?v=1590137643

If you have any enquiries or require financial assistance with purchasing the school uniform, payment plans and/or subsidies may be available.

Please contact our uniform team on uniform@imberhorne.co.uk.

New Uniform



Jumper

Official Imberhorne black jumper with logo, worn over the polo shirt. Non-logo alternatives are not permitted.



Polo Shirt

Light blue polo top. May be purchased from the school with logo, or unbranded from a retailer of your choice. No other clothes should be visible underneath.



Hair

Hair must be of a natural colour

- Extreme styles and unnaturally coloured dyed hair are not permitted
- No lines or patterns in hair or eyebrows
- Long hair must be tied back for practical work in subjects including: PE, Technology, Food Technology, Science.



Head Scarves
School colours only if worn. No patterns.

Trousers & black tailored shorts

Plain black and regular. Trousers should not be tight from hip to ankle, nor should they be of a jean, jersey or chino style/material. Trousers and shorts must be worn on the waist. They must not be low slung.

Skirt (optional)

(Alternative to trousers.) Imberhorne School skirt worn just above the knee or longer. Skirts should not be rolled over to shorten the length of the skirt. Skirts must not be tied at the back.

Make-Up & Nail Varnish

Discrete, natural make up may be worn. **By definition, discrete make-up is that which is not noticeable:**

- Fake eyelashes/eyelash extensions are not permitted
- Lip-gloss/lipstick/glitter are not permitted.
- Nails should be natural. Fake nails / nail varnish are not permitted.
- Students will be asked to remove excessive makeup or items not permitted as detailed above

Jewellery & Belts

- Jewellery is limited to:**
- One watch
 - One simple stud per ear lobe
 - No other piercings or jewellery items are permitted including spaces. Students will be asked to remove them.
 - Belts must be plain black and unbranded

Shoes & Socks

- Plain black polishable shoes. Must have black soles and no visible white logo.
- The school retains the final decision on whether a shoe is in line with the policy.
- Students cannot wear socks over tights
- Students must wear black / white socks

New PE Kit

PE kit must be brought to school on timetabled PE days. There are two sessions each week, one indoor and one outdoor. Details will be shared when students start.

Outdoor PE Kit

Imberhorne Rugby Shirt

White polo or base layer may be worn underneath.



Footwear

(sport dependent)
Plain red football socks (no logo or stripes) or plain white socks

Football/Rugby boots or Trainers: White, navy, grey or black.

Soles must not be black.



Plain Navy Football Shorts

Small discrete branding permitted, no stripes or football logos allowed.

Extras

Shin pads and gum shield. Plain navy or black sports leggings and base layer are optional during the winter months.

Indoor PE Kit

Plain White Polo Shirt



Footwear

Plain white socks
Trainers: White, navy, grey or black.

Soles must not be black.



Please ensure all items including bag are clearly labelled with the student's name.



Checklist

Uniform Item	Purchased from	Recommended	✓
Imberhorne jumper - Black V neck with logo	Imberhorne Uniform Shop	2	
Light blue polo shirt - unbranded or with logo	Suitable retailer or Imberhorne Uniform Shop	3	
Black school trousers	Suitable retailer	2 or 3	
Imberhorne skirt - to be worn just above the knee with black socks or tights	Imberhorne Uniform Shop	2 or 3	
Black school shoes - must be polishable, and have black soles, no white logos.	Suitable retailer	1	
Imberhorne rugby top	Imberhorne Uniform Shop	1	
Plain white polo top	Suitable retailer	1 or 2	
Plain navy football shorts - no stripes, or football logo. May have small discrete branding.	Suitable retailer	1 or 2	
Plain red football socks	Suitable retailer	1	
Plain white socks	Suitable retailer	1	
PE Trainers - Non- marking soles. Black soles not permitted.	Suitable retailer	1	
Football/Rugby boots - with studs for soft ground outdoor use	Suitable retailer	1	
Thermal base layer long sleeve top - plain black or navy to be worn under kit	Suitable retailer	optional	
Thermal base layer bottoms - plain black or navy must be worn under shorts	Suitable retailer	optional	
Shin pads / Gum shield - For football, rugby and hockey	Suitable retailer	1	



Travel Guidance



The School Travel plan works in conjunction with West Sussex County Council

GETTING TO SCHOOL

Imberhorne School is served by many routes to enable students to travel to and from school. This guidance outlines the options open to students on both sites and also provides information of who to contact in the case of any queries.



- The majority of students are brought to school by transport funded by West Sussex County Council. Students who live near the school are encouraged to walk, or make use of the excellent cycle routes around both sites. There are also cycle parks on both

sites, where students can lock their cycles during the day. We encourage safe cycling to school and helmets are strongly advised.

- Pedestrians have good pathways around the sites. There is a light operated pedestrian Toucan crossing at Imberhorne Lane near the entrance to the site. Access for Lower School can be gained in Dorset Avenue for pedestrians and cyclists away from the front of the school where the buses and coaches drop off and collect.

- We do realise that some students do not have any option other than to travel by car and so we would encourage car sharing by families.

- As agreed with the County Council, the Dorset Avenue pedestrian gate should **not** be used by parents dropping/

collecting students by car.

Cars should wait at the front of the school in Windmill Lane and students should take care crossing this road which can become busy at the beginning and end of the school day.

FUNDED TRANSPORT

West Sussex County Council fund school transport for students in Years 7-11, who live over 3 miles from the school site, and whose address is within the catchment area. Sixth Form students need to contact their designated council to see if they qualify.

Coaches and double decker buses are used to transport students from Sharpthorne, West Hoathly, Crawley Down, Turners Hill and Copthorne.

Students who have an address outside West Sussex have to apply to their own local authority e.g Students from Smallfield, Lingfield and Horley, would need to contact

Surrey County Council. The Council has discretion whether to allocate assisted or free transport. A small number of students are brought to school by taxi if there are special circumstances; the local authority allocates these services.

USEFUL TELEPHONE NUMBERS:

West Sussex County Transport: 01243 753 530

Surrey County Council Transport: 0300 200 1004

See the Travel and Transport page on our website for useful links.

Metrobus also offer a season ticket facility to all students who catch



their public service vehicles and information regarding the cost and how this scheme operates can be found by contacting Metrobus direct on 01293 449191.

LOST PASSES

Metrobus Passes: 01293 449 191
Southdown: 01243 753 530



Travel Guidance



The School Travel plan works in conjunction with West Sussex County Council

TRAVEL & CONTACT NUMBERS

Imberhorne School and West Sussex Council expect all students to behave in a safe and appropriate manner when travelling on transport to and from school. Students are representing the school at all times when in school uniform.

• Students are to use the service they have been allocated to travel to and from school to ensure safe passage for all passengers and prevent overcrowding.

• Students are to respect the vehicles and drivers and be courteous and polite to all members of the public and other bus users travelling on the service.

643	Turners Hill and Crawley Down	Metrobus
624	Copthorne and Crawley Down	Metrobus
63B	Copthorne, including Snowhill	Metrobus
64B	Copthorne (Imberhorne Lane only)	Metrobus
281/291	Copthorne, Crawley Down	Metrobus
B4	Poundhill, Turners Hill, West Hoathly, Sharpethorne	Metrobus
E579	Lingfield the Plantation	Turbostyle
903	Turner Hill, West Hoathly, Sharpethorne	Turbostyle
TAXIS	Lingfield Minibus	01342 835 099
	Vision Travel	0208 668 8223
409/236	Lingfield / Dormansland	Southdown

• All students should be in a seat where available; students are reminded seats should not be used for bag storage.

Metrobus	01293 596 578
Turbostyle	01342 719 900
Southdown	01342 719 619

WHAT TO DO IF THINGS GO WRONG

If the bus or coach does not arrive in the morning, students are required either to inform their parents or to contact school, and usually replacement transport is sent to follow the affected route.

However, if due to the cold weather conditions students are left waiting for their bus or coach for more than 30 minutes they should go back home and again contact parents who are expected to advise the school they know their son/daughter is at home.

On most occasions a service will be replaced and the alternative will collect students accordingly. If the

bus/coach is late in the afternoon students are told to contact home via their own mobile telephones or they can use the school office telephone to ensure contact is made with a parent/carer.

If for any reason the school is to be closed due to bad weather e.g snow, flooding etc., announcements are made via the school website and social media platforms.

If you have any complaints regarding transport please always contact County and the school so we can then work together to address the situation.

Imberhorne School Travel Plan

Imberhorne School
Imberhorne Lane
East Grinstead
West Sussex
RH19 1QY

Telephone Number :

01342 323562

Fax Number:

01342 317366

Email:

scook@imberhorne.co.uk

School Lockers



Lockers

All students at Imberhorne are encouraged to have a locker to store their books and equipment during the school day. Lockers are available on both sites and are widely used by students throughout Key Stages 3 and 4. All students in Key Stage 4 are strongly recommended to have a locker, as they are required during exam periods.

There is a small charge to cover the cost of maintenance, repair, and replacement of lockers. Current costs are as follows:

Year 7	5 Years	£15
Year 8	4 Years	£12
Year 9	3 Years	£9
Year 10	2 Years	£6
Year 11	1 Year	£3



There is an expectation that students return their locker keys at the end of Year 9 and Year 11. At the end of Year 9, KS3 locker keys are exchanged for KS4 keys as students transition to Upper School.

A charge of £5 will be made for any replacement locker key. As Imberhorne is a split-site school, students should request replacement keys from the reception on their respective site.

Lockers can be paid for via ParentPay, our online payment portal. You will receive login details once your child has started at Imberhorne School.

Students are advised to use a strong keyring to help keep their locker key safe.

Keeping safe online

Learn about it:

Teach your child some simple rules

- Make sure your child knows not to share personal information like their phone number or email address online
- Only talk to real life friends or family on social media sites and in chatrooms
- Use privacy settings wherever they exist to keep their information private
- Don't arrange to meet people in real life that they've only talked to online
- Use secure and legal sites to download music and games
- Check attachments and pop ups for viruses before they click or download anything
- Use Public Friendly WiFi when they're out and about to filter inappropriate content
- Don't post things online that they wouldn't want you to see

Talk about it:

Tips for a meaningful conversation

- Ask them for advice on how to do something online and use this as a conversation starter
- Make sure they know they can come to you if they're upset by something they've seen online
- Be sensitive and praise them when they share their online experiences with you
- Make sure they know how to block abusive comments and report content that worries them
- If your child comes to you with an issue, stay calm and listen without judging them
- Tackle peer pressure by explaining that if they are talked into bullying someone online or sending inappropriate images it may get reported to their school or even the police
- Teach them to treat others as they'd like to be treated online and set a good example with your own internet use

Deal with it:

You can find out where to get help and advice on the Take Action page of internetmatters.org, where we include information on how to report problems – and which relevant organisations and agencies to turn to.

On this page, we also provide information on how to deal with any specific issues you may encounter with your child; such as cyberbullying, finding inappropriate content, your child's online reputation and online grooming.

Learn more about apps

It can be difficult to stay on top of what apps your child is using and who they are talking to online – find out more about the latest apps at internetmatters.org/apps

**internet
matters.org**

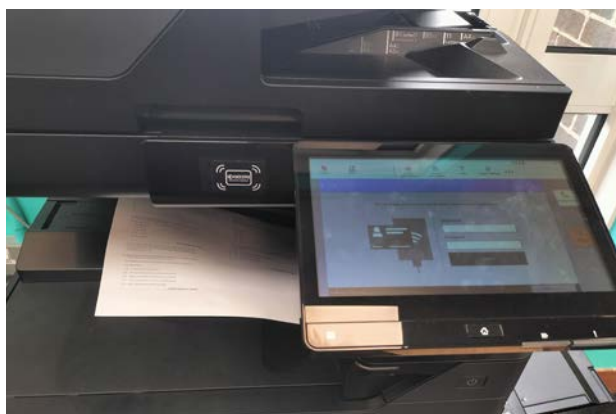


Online Services

We use a wide range of online services at Imberhorne - both to aid teaching and learning, and as a means of communication with parents....

Student Computer Access

Students are provided with their own login to the school computer system. This provides them with a secure place to store documents, and their own school e-mail account. All students are given access to the internet, which is filtered in accordance with our Online Safety policy. Students are allocated a six digit numeric username (e.g. 010150) and choose their own password in their first Computing lesson. Students' e-mail addresses are their username followed by @imberhorne.co.uk (e.g. 010150@imberhorne.co.uk)



Printing

We provide students with an amount of school funded print credit at the start of each academic year. The amount of free credit varies depending on the year group the student is in, and the type of subjects they are studying. We regularly review this level of school-funded credit to ensure it meets the needs of the majority of students. If a student uses all their school funded credit allocation they will need to add extra credit – this can be done by visiting the I.T. Support office with cash or a cheque, or you may request that our I.T. Support team add it as an option on ParentPay

Paper size	Black & White	Colour
A4	1.3p	3.3p
A3	2.3p	4.3p

Access from Home

As well as being able to access computers in school, students are able to access our system from home. "Foldr" allows them to see their files, and files in our shared resources drive, using a web browser. "Outlook Web Access" allows them to check their e-mail and calendar (which contains their timetable). Both systems allow students to log on from virtually any device – Windows PCs, Apple Macs, Android Phones and Tablets, iPads, iPods, iPhones, Chromebooks.



Foldr

Foldr gives you access to all files stored on the school system, as well as any documents stored on Google Drive or OneDrive, without having to log in to Remote Access.

There is also a free app available for both Android and iOS that gives you access from a mobile device - and will also allow you to easily upload photos and videos to the school system.

Search for "Foldr" in your app store and enter files.imberhorne.co.uk in the address box when prompted.

Login Details to Use: Normal school network username and password.

Targeted Users: Staff
Students

Homework

We set homework electronically and students view this through the Bromcom Student website or app. Parents are able to see homework set through the MyChildAtSchool website or app. Please see next page for more information.

Microsoft 365 and Google Workspace

Students are also able to make use of the variety of online services provided by both Microsoft 365 and Google Workspace using their school e-mail address and their password. Indeed, anywhere they see a "Sign in with Microsoft account" or "Sign in with Google" link these credentials will work too.



Online Services



Microsoft 365 & Adobe Creative Cloud



Thanks to our licencing agreements with Microsoft and Adobe students are licensed to use Microsoft 365 (Formerly known as 'Office') on up to five of their own devices, as well as Adobe Creative Cloud. There are versions available for Windows, macOS, iOS, and Android. Both can be downloaded via links available under Students > Online Services on our website.



Thinking of Purchasing a Computer?

If you are thinking of purchasing a computer or device to support your child as they join us, we can offer the following advice:

- Virtually any device will connect to our school system – Windows, macOS, Android, iOS, Chromebook
- We run Microsoft Windows in school
- A physical keyboard will make producing longer assignments easier
- If purchasing a Windows device, we'd recommend looking at something with an Intel Core i series processor – an i3 would suffice, an i5 is better, i7 perhaps overkill – and at least 8GB RAM.
- If you intend the device to come to school, don't forget a sturdy case. It may also be worth considering insuring it for accidental damage too.
- There are several free anti-virus programs (Panda Free, AVG Free, Avast!) which are adequate for most uses
- There is no requirement to purchase Microsoft 365 (Word, Excel, Powerpoint etc) – Imberhorne students can use it for free. Currently we don't offer any schemes allowing you to purchase devices through us – however in particular circumstances we are able to offer loan devices – predominantly to pupil premium students.

MyChildAtSchool

MyChildAtSchool allows parents to log in and view key pieces of information about their children. You can view homework, achievements, behaviour issues, assessment results, timetables and the contact details we hold for you. It is also possible to view and update the contact information we hold in our records. You will be issued login details for MyChildAtSchool shortly after your son/daughter starts at Imberhorne

ParentPay

ParentPay allows you to add credit to your son/daughter's cashless catering account, as well as making payments for school trips and other items we may request parental contributions towards.

For students joining us in September, ParentPay details will be e-mailed home during the last week of the Summer Holidays. For students joining mid-year, login details will be sent home during their first week with us.

E-mails Home

We send copies of most correspondence home via e-mail. Such messages are sent to the e-mail address we have on record for you, which you can check via MyChildAtSchool. We deliver e-mails to whoever is listed as "contact priority 1" on your student's record, as well as any other contacts that have the correspondence flag set. If you don't receive e-mails from us, the first port of call is to check we have the right address. If we do, then check your junk mail (or spam) folder and settings as some e-mail systems catch our mail in error.

Help & Further Details

Details of all our Online Services can be found on our website, either under Students > Online Services or Parents > Online Services. At the bottom of each of these pages is a "Having Problems" section with contact details for our I.T. Support team - they're always more than happy to answer any queries – and contacting them directly is the fastest way to solve any problems.

HOW WE RECOGNISE EXCELLENCE

Merit Awards



- Merit for Aiming High and Showing Effort
- Merit for Creativity
- Merit for Leadership
- Merit for Listening
- Merit for Problem Solving
- Merit for Speaking Skills
- Merit for Staying Positive
- Merit for Teamwork
- Merit for Weekly Attendance
- Merit for Weekly Behaviour
- Merit for Weekly Punctuality

1 POINT

Core Values



- Ambition**
Going above and beyond when in school for your own learning
- Achievement**
Taking responsibility for your own learning
- Community**
Supporting others in and out of lessons
- Resilience**
Embracing challenge to produce work above expectation
- Respect**
The highest standard of behaviour and conduct
- Role Model to Other Students**
- School Representation**
- Random Act of Kindness**

2 POINTS

Email Home



- Praise E-mail
- Praise E-mail: Outstanding Effort on today's lesson
- Praise E-mail: Outstanding Practical Work
- Praise E-mail: Worked really hard for an Assessment

3 POINTS

Imber Star



Imberstar

5 POINTS

Headteacher Award

Winner of the Headteacher Award for their respective year group

10 POINTS

Equipment



When you join us at Imberhorne, you will be moving around to different lessons. You need to bring all the equipment you will need with you for the day. You can keep larger items, such as your PE kit in your locker, but you should only go to your locker before school, at break and at lunchtime. Below are some items you will need and a checklist for you.



Stationery item	I have this	I need to get this
Backpack/School bag		
Black or Blue pens		
Pencils		
Colouring pencils		
Green pens		
Ruler		
Rubber		
Pencil sharpener		
Glue stick *		
Scientific calculator		
Protractor/Set Square**		
Highlighters		
Pencil case		

*We recommend the Swordfish Combo Pencil Sharpener Eraser.

**We recommend the Casio 83GT CW.

Extra books

There are a few extra bits that would also be useful, such as a pocket dictionary for your language subject.





Timetable

DAILY TIMETABLE

8.30	Arrive at School
8.35	Bell will ring. <i>Go to form room or assembly</i>
8.40	Form room or assembly
8.55-9.55	Lesson 1
9.55	<i>5 minute movement time</i>
10.00-11.00	Lesson 2
11.00-11.25	Break time <i>25 minute break to have a drink, snack, go to your locker and use the toilet if needed</i>
11.25-12.25	Lesson 3
12.25	<i>5 minute movement time</i>
12.30-13.30	Lesson 4
13.30-14.05	Lunch <i>Warning bell will sound at 14.05 to signal you to go to lesson 5</i>
14.10-15.10	Lesson 5
15.10	Lesson 5 ends <i>Home time or after-school clubs start</i>

Timetable



EXAMPLE TIMETABLE

Term & Week Beginning
 < Term 1 Week 02 - 04/09/2022 >

Show Detentions

Timetable Week B (04/09/2022)									
Mon, 05/09/2022		Tue, 06/09/2022		Wed, 07/09/2022		Thu, 08/09/2022		Fri, 09/09/2022	
AM	07S-NLA , 6 JSM	AM	07S-NLA , 6 JSM	AM	07S-NLA , 6 NLA	AM	07S-NLA , 6 NLA	AM	07S-NLA , 6 NLA
1	7NLA/Mu , 10 APH	1	7S/Ma , 3 SLA	1	7S/Ma , 3 SLA	1	7S/En , 28 HJA	1	7NLA/Da , 30 HCO
2	7NLA/Ar , 7 RSC	2	7S/En , 28 HJA	2	7W/He4 , 46 HFR	2	7NLA/Sc , 32 SBE	2	7NLA/Hy , 12 JSW
BR1		BR1		BR1		BR1		BR1	
3	7NLA/Re , 8 DCL	3	7NLA/Sc , 32 SBE	3	7NLA/Gy , 13 JMC	3	7S/Ma , 3 SLA	3	7W/Dt4 , 48 RJE
4	7S/Ma , 3 SLA	4	7N/Pe3... PBY	4	7S/En , 28 HJA	4	7N/Pe3... PBY	4	7G/Sp3 , 44 NRO
LU		LU		LU		LU		LU	
5	7S/En , 28 DFR	5	7NLA/Cs , 31 CSL	5	7NLA/Sc , 32 SBE	5	7G/Sp3 , 44 NRO	5	7NLA/Pd , 43 NLA
6		6		6		6		6	

Timetable Week A (11/09/2022)									
Mon, 12/09/2022		Tue, 13/09/2022		Wed, 14/09/2022		Thu, 15/09/2022		Fri, 16/09/2022	
AM	07S-NLA , 6 JSM	AM	07S-NLA , 6 JSM	AM	07S-NLA , 6 NLA	AM	07S-NLA , 6 NLA	AM	07S-NLA , 6 NLA
1	7NLA/Mu , 10 APH	1	7S/Ma , 3 SLA	1	7S/Ma , 3 SLA	1	7S/En , 28 HJA	1	7NLA/Da , 30 HCO
2	7NLA/Ar , 7 RSC	2	7S/En , 28 HJA	2	7W/He4 , 46 HFR	2	7NLA/Sc , 32 SBE	2	7NLA/Hy , 12 JSW
BR1		BR1		BR1		BR1		BR1	
3	7NLA/Re , 8 DCL	3	7NLA/Sc , 32 SBE	3	7NLA/Gy , 13 JMC	3	7S/Ma , 3 SLA	3	7W/Dt4 , 48 RJE
4	7S/Ma , 3 SLA	4	7N/Pe3... PBY	4	7S/En , 28 HJA	4	7N/Pe3... PBY	4	7G/Sp3 , 44 NRO
LU		LU		LU		LU		LU	
5	7S/En , 28 HJA	5	7NLA/Cs , 31 CSL	5	7NLA/Sc , 32 SBE	5	7G/Sp3 , 44 NRO	5	7NLA/Pd , 43 NLA
6		6		6		6		6	

Arriving late at school

If you are late for any reason, such as the bus is late or you have a medical appointment, when you get to school you must ring the front door bell. Reception staff will answer.

If you have an appointment for the dentist or doctor and need to leave early, then bring a letter from home

or get your parents/carers to email the school. When it is time to leave, show the letter or email to your teacher, go to Reception and the staff will help you sign out and tell you where to wait.

Fire Alarm

If you hear a continuous bell then you will need to leave the building. There will always be a member of staff around the school or the teacher in your classroom.

Always listen to the instructions given. We will tell you to remain silent so that everyone can listen to the adults directing you. You will be taken out to the field by the safest route and then you will line up in your forms.

The register will be taken – probably very similar to the way you do things at your school right now.



Mobile Phones



Mobile phones must not be seen or heard from the moment students enter the gate, until the bell goes at the end of the school day. Teachers will let students know when their phones can be used after the bell. This is in line with government guidance but also reflects the need to ensure the safety of all students throughout the school day, as well as a disruption-free environment that is focused on learning. We recognise that parents and carers of students who are travelling independently, especially those on buses, will want them to have mobile phones with them for these journeys to and from school.

We do not recommend that students in Key Stage 3 are issued with smartphones. This is due to the increased safeguarding risk that comes with smartphones - in our opinion, students in Key Stage 3 are well served by using a 'dumb' phone that does not have smartphone capabilities. If parents and carers choose to issue their child with a smartphone, our advice is to ensure that there are strict

parental controls, that you monitor the use regularly, that your child is not allowed access to social media, and that screen time limits are put in place.

If phones are seen or heard in school, including in student pockets, during the school day, they will be confiscated and a detention will be issued to students. The first time this happens in a school term, your child will be allowed to collect it at the end of the school day. If this happens a second time, parents/carers will be asked to come and collect their child's phone. Phones must be turned off and put away in school bags from the moment a student walks through the school gate. If parents and carers need to contact their child throughout the school day this must happen through the school office, who will locate your child and ensure that any messages are communicated to them.



