



**IMBERHORNE  
SCHOOL**

# **Admissions Pack**

for Year 7 students starting  
in September 2024

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

The cornerstones of our learning community



  
 The sharpest  
 minds and  
 the kindest  
 hearts



# Admissions



## Information for new students and their families

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Mid Sussex  
Federation  
of Schools



Skills Builder  
*Bronze Award*  
2021 - 24



**COMPASSION**  
**ACHIEVEMENT**  
**RESPECT**  
**ENDEAVOUR**

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learning community





# 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 - <https://www.imberhorne.co.uk/content/transition-year-6-year-7>.

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. 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 3rd 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 3rd 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 names to faces 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.

Yours faithfully,  
Mr M Whatford  
Headteacher



# Partnership

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

The cornerstones of our learning community

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.



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



Head of Year 7  
Mr D Moore

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**

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  
Miss S Orlando

# Term Dates



Please find below term time and holiday dates for the academic year 2024/2025

## **Autumn Term 2024**

**Term Starts – Wednesday 4th September 2024**

**Wednesday 4th September - First day for Year 7, 10 & 12**

**Thursday 5th September - First day for Year 8, 9, 11 & 13**

- **Half Term: Monday 28th October to Friday 1st November 2024**
- **Term Ends – Friday 20th December 2024**

*Inset Day: Monday 2nd September, Tuesday 3rd September*

*Friday 29th November 2024*

## **Spring Term 2025**

**Term Starts – Monday 6th January 2025**

**Half Term: Monday 17th February to Friday 21st February 2025**

**Term Ends – Friday 4th April 2025**

*Inset Day: Friday 31st January 2025*

## **Summer Term 2024**

**Term Starts – Tuesday 22nd April 2025**

**Half Term: Monday 26th May to Friday 30th May 2025**

**Term Ends – Tuesday 22nd July 2025**

*Inset Day: Wednesday 25th June 2025*

During the year there will be seven 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 3rd July 2024

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 3rd July 2024.



# Cashless Catering

**We have five star rated canteen facilities at both Imberhorne sites and they are extremely popular with our 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
<b>Break</b> Panini £2.20 Sausage Roll £1.20 Veggie Burger £1.20	<b>Break</b> Chicken Burger £1.60 Veggie Sausage Roll £0.85	<b>Break</b> Panini £2.20 ½ Panini £1.20	<b>Break</b> Toasted Sandwich £1.30 Pizza £1.20	<b>Break</b> Bacon Roll £1.00 Cheese Twist £1.20
<b>Lunch</b> Tomato & Basil Pasta Bake & Salad £2.20 Bolognese Pasta Bake & Salad	<b>Lunch</b> Chicken Curry, Rice & Naan £2.20	<b>Lunch</b> Roast Chicken, Potatoes & Veg £2.20 Cheese & Veg Bake £2.20	<b>Lunch</b> Sausage, Mash & Peas £2.20 Veggie Sausage, Mash & Peas £2.20	<b>Lunch</b> Fish, Chips & Peas £2.20 Veggie Burger, Chips & Peas £2.20 Jacket Potato with Cheese, Beans, Tuna Mayo, Coleslaw topping £1.70 toppings £2.25 Baguette £2.30
<b>MONDAY</b> <b>Break</b> Panini £2.20 Cheese Twist £1.20 <b>Lunch</b> Spaghetti Bolognese & Garlic Bread £2.20 Veggie Bolognese & Garlic Bread £2.20 Jacket Potato with Cheese, Beans, Tuna Mayo, Coleslaw 1 topping £1.70 2 toppings £2.25 Baguette £2.30	<b>TUESDAY</b> <b>Break</b> Sausage in a Roll £1.00 Croissant £0.95 Veggie Sausage Roll £1.00 <b>Lunch</b> Beef Curry, Rice & Naan £2.20 Quorn Curry, Rice & Naan £2.20 Jacket Potato with Cheese, Beans, Tuna Mayo, Coleslaw 1 topping £1.70 2 toppings £2.25 Baguette £2.30	<b>WEDNESDAY</b> <b>Break</b> Panini £2.20 ½ Panini £1.20 <b>Lunch</b> Roast Chicken, Potatoes & Veg £2.20 Cheese & Veg Bake £2.20 Jacket Potato with Cheese, Beans, Tuna Mayo, Coleslaw 1 topping £1.70 2 toppings £2.25 Baguette £2.30	<b>THURSDAY</b> <b>Break</b> Toasted Sandwich £1.30 Pizza £1.20 <b>Lunch</b> Sausage, Mash & Peas £2.20 Veggie Sausage, Mash & Peas £2.20 Jacket Potato with Cheese, Beans, Tuna Mayo, Coleslaw 1 topping £1.70 2 toppings £2.25 Baguette £2.30	<b>FRIDAY</b> <b>Break</b> Panini £2.20 Bacon Roll £1.00 <b>Lunch</b> Cottage Pie & Veg £2.20 Quorn Pie & Veg £2.20 Jacket Potato with Cheese, Beans, Tuna Mayo, Coleslaw 1 topping £1.70 2 toppings £2.25 Baguette £2.30

# 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 Medicine in School - Parent/Carer Consent 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.

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

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All uniform can be purchased through our supplier SWI Schoolwear. Uniform can be ordered by visiting their website at <https://www.swischoolwear.co.uk/> You will need to set up an account and choose Imberhorne School from the drop down list of schools.

SWI offer free home delivery for orders over £70.00 and free returns. The recommended date to have placed your last orders by, to ensure delivery in time for the September term is Wednesday 31st July.

We also have second hand uniform available to purchase direct from the school. Please email [uniform@imberhorne.co.uk](mailto:uniform@imberhorne.co.uk) with your requirements and we can check stock availability for you.

To help you order the correct sizes please use a tape measure to measure your son/daughter. A free printable measuring tape can be found at: [https://cdn.shopify.com/s/files/1/0070/7022/0354/files/Printable\\_Measuring\\_Tape.pdf?v=1590137643](https://cdn.shopify.com/s/files/1/0070/7022/0354/files/Printable_Measuring_Tape.pdf?v=1590137643)

All our sizes are in inches and are true to size. Measuring and style information can be found on the SWI website for each individual product. Measure chest size for polo shirts, jumpers and PE tops, hips for PE shorts and waists for girls' skirt measurement. For skirt length measure from waist to just above the knee.

If you require financial assistance with purchasing the school uniform, payment plans and/or subsidies may be able to be arranged. Please email [uniform@imberhorne.co.uk](mailto:uniform@imberhorne.co.uk).

If you have any queries regarding school uniform, please contact our uniform team on [uniform@imberhorne.co.uk](mailto:uniform@imberhorne.co.uk).

Uniform required from uniform shop with logo	Recommended
Imberhorne Jumper - Grey	2
Imberhorne Polo Shirt - Pale Blue	3
Imberhorne PE Training/Rugby Top	1
Imberhorne PE Shorts	1
Imberhorne Sports Socks	1
<b>Girls</b> - Pleated Skirt – Black with Imberhorne Logo (or plain black trousers may be worn)	2 or 3





# Imberhorne School Uniform

PLEASE SEE UNIFORM CHECKLIST

## Trousers

Plain black and regular. Trousers should not be tight from hip to ankle, nor should they be of a jean or chino style/material.



## Polo Shirt

Imberhorne shirt to be worn at all times with no other clothes visible underneath.



Black tailored shorts



## Jumper

Imberhorne jumper to be worn on top of the polo shirt. It can be taken off but not worn around the waist or shoulders.



## Hoodie

Imberhorne hoodie to be worn on top of the polo shirt and jumper. It is not to be worn without an Imberhorne jumper underneath.

## Hair

Must be a uniform style, not shaved or cut very short. Lines cut into the hair are expressly forbidden. Dyed hair must be discreet and natural in appearance.

## Jewellery

One small stud in each ear lobe. No additional piercings or jewellery allowed.

## Make-Up & Nail Varnish

Students should not wear nail varnish / acrylics etc at either key stage. KS4 students may wear a discreet amount of make up.

## Skirts (Optional)

Imberhorne school skirt which carries the school logo above the hem to be worn at knee length.



## Shoes & Socks

Plain black polishable shoes, Must have black soles and no visible white logo, No boots, plimsolls, or backless shoes. Plain black socks or tights.



# Imberhorne School PE Kit

PLEASE SEE UNIFORM CHECKLIST

## GIRLS

### Imberhorne Training Top

(White polo or base layer can be worn underneath)

### Imberhorne Football Shorts

ONLY WORN BY GIRLS

### Imberhorne Football Socks

### Footwear

Plain White socks

Trainers: Navy, Black, Grey or White **Must not have a black sole**

Football/Rugby boots



Unisex Plain White Polo Shirt

EXTRAS - SHIN PADS, GUM SHIELD, NAVY SPORTS LEGGINGS AND NAVY BASE LAYER (OPTIONAL) DURING WINTER. NO JEWELLERY TO BE WORN AND LONG HAIR MUST BE TIED BACK

## BOYS

### Imberhorne Rugby Shirt

### Imberhorne Rugby Shorts

ONLY WORN BY BOYS

### Imberhorne Football Socks

### Footwear

Plain White socks

Trainers: Navy, Black, Grey or White **Must not have a black sole**

Football/Rugby boots

# Checklist



Uniform item	Purchased From	✓
<b>Imberhorne Jumper</b>	SWI Schoolwear website	
<b>Imberhorne Polo Shirt</b>	SWI Schoolwear website	
<b>Imberhorne Hooded Zip Top</b>	SWI Schoolwear website	
<b>Black shoes</b> - Low heeled and soled. <b>No</b> boots, trainers or canvas shoes	Suitable retailer	
<b>Trousers</b> - Plain black, regular. <b>No</b> jean, flared, skinny or chino style material	Suitable retailer	
<b>Socks</b> - Plain black	Suitable retailer	
<b>Imberhorne Skirt</b> To be worn at knee length with black tights or socks	SWI Schoolwear website	
P.E. Kit Uniform	Purchased From	✓
<b>Imberhorne Rugby Shirt (boys only)</b>	SWI Schoolwear website	
<b>Imberhorne Rugby Shorts (boys only)</b>	SWI Schoolwear website	
<b>Imberhorne Training Top (girls only)</b>	SWI Schoolwear website	
<b>Imberhorne Football Shorts (girls only)</b>	SWI Schoolwear website	
<b>The following items are for all students</b>		
<b>Imberhorne Red Football Socks</b>	SWI Schoolwear website	
<b>Polo Shirt</b> Plain white for indoor P.E.	Suitable retailer	
<b>Socks</b> Plain white for indoor P.E.	Suitable retailer	
<b>Trainers</b> Non-marking soles	Suitable retailer	
<b>Football/Rugby Boots</b> With studs for soft ground outdoor use	Suitable retailer	
<b>Thermal Base Layer Top</b> OPTIONAL - Plain navy (to be worn underneath kit)	Suitable retailer or order via SWI	
<b>Thermal Base Layer Bottoms/Leggings/Sports Tights</b> OPTIONAL- Plain navy (must be worn under shorts)	Suitable retailer or order via SWI	
<b>Shin Pads</b> For football, rugby and hockey	Suitable retailer	
<b>Gum Shield</b> For rugby & hockey	Suitable retailer	

## Important information

### Jewellery

For Health and Safety reasons students are not permitted to wear any jewellery except, one small stud in each ear lobe.

For P.E. lessons students are not allowed to wear any jewellery at all.

### Make-up

No nail varnish at either Key Stage.

Key Stage 4 girls may wear a discreet amount of make up at the discretion of the Pastoral Team.

### Hair

Must be a uniform style and not shaved. Lines cut into the hair are forbidden. Dyed hair must be discreet and natural in appearance



# IMBERHORNE SCHOOL 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 families 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.





# IMBERHORNE SCHOOL TRAVEL GUIDANCE



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

**West Sussex County Council fund school transport for students in Years 7-11, who live over 3 miles from the school site to which they attend, 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 Cophorne. Students who have an address outside of West Sussex have to apply to their own local authority therefore students who live in Smallfield, Lingfield and Horley, need to contact Surrey County Council. It is at the Council's discretion to allocate assisted or free transport. A small number of students with special circumstances are brought to school by taxi; the local authority allocate these services.

## Useful Telephone Numbers and Online Links

West Sussex County Council Transport: 01243 753530 or via the link below:

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

Surrey County Council Transport: 0300 200 1004 or via the link below:

<https://www.surreycc.gov.uk/schools-and-learning/schools/transport/under-16/are-you-eligible>

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 BUS PASSES

**METROBUS PASSES—01293 449191 SOUTHDOWN—01342 719619**

**Imberhorne School and West Sussex Council expect all students to behave in a safe and appropriate manner travelling to and from school. Students are representing the school and the Home-School Partnership Agreement extends to school transport.**

◆ 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.

◆ All students should be in a seat where available; students are reminded that passengers are entitled to use seats and they should not be used for bag storage.

643	TURNERS HILL AND CRAWLEY DOWN	01293 596578 (METROBUS)
624	HORLEY, COPTHORNE, CRAWLEY DOWN	01293 596578 (METROBUS)
638	COPTHORNE, INCLUDING SNOWHILL,	01293 596578 (METROBUS)
648	COPTHORNE,	01293 596578 (METROBUS)
281/291	COPTHORNE, CRAWLEY DOWN	01293 596578 (METROBUS)
84	POUNDHILL, TURNERS HILL, WEST HOATHLY, SHARPTHORNE	01293 596578 (METROBUS)
E579	LINGFIELD THE PLANTATION	01342 719900 (TURBOSTYLE)
903	TURNERS HILL, WEST HOATHLY, SHARPTHORNE	01293 521002 (CRAWLEY LUXURY)
TAXIS	LINGFIELD MINIBUS VISION TRAVEL	01342 835099 0208 668 8223
409/236	LINGFIELD/DORMANSLAND	01342 719619 (SOUTHDOWN)



# School Lockers

## Lockers

All students at Imberhorne are encouraged to have a locker to store their books/equipment during the school day. Lockers are available on both sites and are well used by students throughout Key Stages 3 and 4.

We make a small charge to cover the cost of repair and replacement, as well as a refundable deposit that is returned at the end of your child's time at Imberhorne School. At the end of Year 9 the KS3 locker key is exchanged for one at KS4 as students transition to Upper School.

Current costs are as follows:

Student starting in:	Cost for	Deposit	Total
Year 7	5 years - £15	£5	£20
Year 8	4 years - £12	£5	£17
Year 9	3 years - £9	£5	£14
Year 10	2 years - £6	£5	£11
Year 11	1 year - £3	£5	£8



Lockers can be paid for on ParentPay, our online payment portal. You will receive log in details for this once your child has started at Imberhorne School. Once you have made the payment, please email [kmoos@imberhorne.co.uk](mailto:kmoos@imberhorne.co.uk) to let her know so that the key can be issued.

**It is advisable to provide a strong key-ring to keep the 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](http://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](http://internetmatters.org/apps)

**internet matters.org**



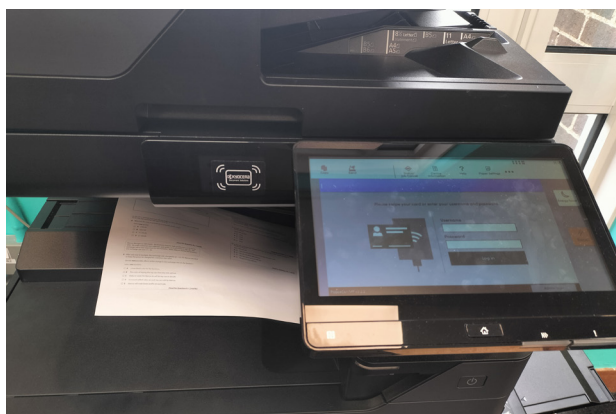
# Online Learning



We use a wide range of electronic 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 and details of homework set). 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](http://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 Office 365 and Google G Suite

Students are also able to make use of the variety of online services provided by both Office 365 and Google G Suite 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 Learning

## Microsoft Office & Adobe Creative Cloud

Thanks to our licencing agreements with Microsoft and Adobe students are licensed to use Microsoft 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 GB 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 (AVG Free, Avast!) which are adequate for most uses
- There is no requirement to purchase Microsoft Office – 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 – if this is part of a September intake this will be at the first Parents' Briefing Evening.

## 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.



# Be Ready

- Arrive at lessons on time
- Have all the equipment you need to learn
- Maintain a positive attitude to learning



# Show Respect

- Be polite and kind in your interactions with others, respecting them and their property
- Move around our school safely and sensibly



# Have Pride

- Wear our school uniform correctly
- Be a good role model for our school
- Look after our school eg. Don't drop litter