

April 2022

Dear Parent/Carer

INDUCTION VISIT FOR PUPILS JOINING HAZELWICK IN SEPTEMBER 2022
Year 6 Pupils' visit

Arrangements have been made for all Year 6 pupils to visit Hazelwick for the day on **Wednesday 6th July**, the national secondary transition day. Children should arrive at Hazelwick by 8.30am and make their way to Lower School playground. Hazelwick staff and students will be available to direct them.

Over the course of the day pupils will experience:

- A guided tour of the site
- Time with their Form Teacher and new Year 7 form, with a programme of induction activities
- A chance to experience a Hazelwick lesson
- A visit to the Library with Mrs Thornton, the School Librarian
- An individual photograph session (details below)
- An individual registration for the school's biometric cashless catering system (details below)

Each pupil will have a fingerprint image registered. It should be made clear that the school will **not** be storing any fingerprint information from pupils. The initial fingerprint image is converted into a unique digital identification code for each pupil and is then destroyed. This digital code is then activated when a finger is placed on the till reader at the point of sale. The code **cannot** be used to recreate an image of the fingerprint. Those pupils who are not able to use the biometric option will be issued with a 4-digit PIN number instead.

The system, which has been in place across the school since 2012, has proved to be very successful and helped us to deliver a more efficient service and to continue to provide wholesome, healthy, enjoyable and cost-effective meals. Further details of the system will be provided during the Summer Term and at the **New Intake Evening for Parents/Carers** planned for **Monday 11th July**. Should you require more information about the system in advance of the Induction Day and New Intake Evening, please visit the school website and follow the 'Cashless System' link from the Parents/Carers – Catering page. **We require your written consent for the process to take place on Induction Day.** Please sign underneath the statement regarding the biometric registration on the attached return slip. If you have any questions about the system, please make contact via Mrs Bending on the school number (01293 403344 extension 2333).

We will, as usual, be taking a photograph of each pupil in a Hazelwick blazer and tie. It would be helpful if you could talk to your son/daughter about this and make sure they are wearing a white collared shirt on the day of the visit.

On Induction Day, pupils are expected to stay at Hazelwick for lunch. If they wish to purchase a school lunch, you are advised that a cafeteria system operates and that £2.50 would purchase two substantial courses. There is a maximum spending limit of £5.00 per day. Suitable arrangements can be made for children who qualify for Free School Meals. Alternatively, they may bring a packed lunch. At the start of lunchtime, the children will be told which areas of the school they have access to and this will include Lower School playground. In addition to lunchtime, there will be a mid-morning break when the children will be able to buy a snack and have a drink. We advise all pupils to bring a bottle of water with them, which can be refilled during the day.

If you choose to give your child cash to spend in the canteen, we will put it into their account so that they can use the biometric system on the day. Any excess amount will stay in their account for September.

The pupils will have the opportunity to ask questions of their Form Teacher and other key staff throughout the day. The visit will then end at 3.10 pm. Please make an appropriate arrangement for your child to get home. If you are collecting your child, you are best advised to arrange where you will meet them so that they know where to find you.

Assessment Session

Within our transition process, we include a session of online assessment which will be carried out either at Hazelwick or the primary school. This assessment will be used to support the data and information gathered from the Primary/Junior schools and will help us to organise the year group for the start of the new academic year in September 2022. There will be no preparation required for this assessment.

We will be in contact via your child's primary/junior school once a date for this session has been finalised. This session will only last 50 minutes and is in addition to the Induction Day. We will make any necessary transport arrangements through liaison with your child's current school.

New Intake Evening

Looking ahead, as mentioned above, the New Intake Evening will take place on Monday 11th July. This is an opportunity for you to visit Hazelwick and receive important information regarding your child's start at the school. Representatives from Harrisons, the company which provides school meals at Hazelwick, will also be available on the evening to answer any questions. We would like children to be able to use the cashless catering system from their first day at Hazelwick. The school will register you for the online payments system (WisePay) before the meeting so that you are able to open your account online. We will accept cash/cheques on the New Intake Evening and will ensure that this money is in the account in time for your child's first day at Hazelwick in September.

'InTouch' emails

Hazelwick primarily uses email communication with parents/carers through a service called 'SIMS InTouch', which allows for speedy and environmentally friendly communication between school and home. Letters, reports, news, reminders and other information are all sent routinely and reliably by this means to one or more email addresses per family. Please be assured, the 'SIMS InTouch' service is

GDPR compliant as of 25 May 2018 (General Data Protection Regulation). Those without email will still receive paper copies. The email details you provide in the Transition Administration Pack will automatically be used to register you with 'SIMS InTouch' unless you specifically ask us not to. You will also need to let us know of any subsequent changes to your email address.

Uniform Sales

Broadbridges are our sole suppliers of school uniform and PE kit. Uniform can be bought either online or by visiting one of their shops. Details of both can be found at www.broadbridges.co.uk. You can also access the information via the school website (follow the 'Uniform' link from the home page).

I hope that your child is able to take part in this very valuable introductory visit. Please complete the attached slip and return it to your child's class teacher as soon as possible. I would like to thank your child's primary school for supporting this day and for their help with the transition process generally. I am sure they will be happy to answer any questions you might have – alternatively you can contact Mrs Bending at Hazelwick.

Yours faithfully

A handwritten signature in black ink that reads "D Leadbitter". The signature is written in a cursive style with a large initial 'D'.

MR D LEADBITTER
DEPUTY HEADTEACHER

PLEASE RETURN TO YOUR CHILD'S CLASS TEACHER BY 27th MAY 2022

My child will/will not

be participating in the introductory visit to Hazelwick on Wednesday 6th July.

He/she will/will not be taking a school dinner at Hazelwick.

Signed

Parent/Carer

Important: We need your consent to be able to process your child for the biometric system.

Hazelwick School uses biometric data for cashless payment in the canteen and for some elements of 6th Form registration.

The school follows the guidance from the Department for Education which can be found at

<http://www.education.gov.uk/aboutdfe/advice/f00218617/biometric-recognition-systems>

The written consent of at least one parent/carer must be obtained before the data is taken from the child and used. This applies to all students in schools and colleges under the age of 18.

- Please sign below to give consent for your child to provide a finger print image during their Induction Day visit, as described above and in the Induction Day letter, to enable the use of the cashless payment system.

Signed Name of Child

(please print name)

Should you require further information before you give your consent, please contact Mrs Bending at Hazelwick.