



# Hazelwick School

An Academy

Headteacher: Ms A Fearon BA (Hons) MA NPQH

Chair of Governors: Mrs R Bowron

14 June 2023

Dear Parent/Carer

## **YEAR 7 INTRODUCTORY PARENTS'/CARERS' EVENING – 'NEW INTAKE EVENING' - MONDAY 10 JULY 2023**

I am delighted to invite you to an Introductory Evening at Hazelwick arranged for all parents/carers of pupils joining our Year 7 in September.

**Two venues** are being used and the talks are being staggered as outlined below:

**Group A** Parents of pupils from the following schools:

Balcombe CE, Copthorne Junior, Forge Wood, Halsford Park, Langley Green, Meath Green, Milton Mount, Oasis Academy, Our Lady Queen of Heaven, Pound Hill, Southgate, The Gatwick, Trinity Oaks, Waterfield, West Green.

The Evening for this group will begin **in Lower School (South) at 5.40pm.**

**Group B** Parents of pupils from the following schools:

Broadfield Primary, Copthorne Prep, Desmond Anderson, Hilltop, Maidenbower, Northgate, Seymour, St Andrew's, St Francis, St Margaret's, The Bewbush Academy, The Mill, The Oaks, Three Bridges, Trinity St Marys.

The Evening for this group will begin **in Middle School (North) at 6.10pm.**

On arrival at your building, alphabetical lists for each Primary/Junior School will be given to you. These lists will show the details of your child's Form Group. Student helpers will then guide you to an area where you will find form lists. An explanation of the organisation of all Year 7 teaching groups will be given during the talk.

### **Talks**

**Ms Fearon, Headteacher**, will introduce both talks. The talks will be given by Mr Leadbitter (Deputy Headteacher) and Mr Myers (Head of Lower School) as detailed below:

**Group A** Talk given by **Mr Leadbitter in Lower School Hall starting at 6.00pm.**

**Group B** Talk given by **Mr Myers in Middle School Hall starting at 6.30pm.**

The talks will cover the arrangements for the start of term, details of our hopes for and expectations of your child during Key Stage 3, an overview of the academic and pastoral structures in place in Lower School and an explanation of the ways in which teaching groups are organised in Year 7.

Form Teachers and Heads of Year will also be introduced to you during these talks.

### **Uniform**

During the talks the details of the school uniform will be discussed. Our sole supplier of the school uniform and PE kit is Broadbridges ([www.broadbridges.co.uk](http://www.broadbridges.co.uk)).

### **After the talks**

After the talks have finished, parents/carers will have the opportunity to meet Form Teachers and Heads of Year in the Lower School Canteen. Obviously, this meeting can only really serve as an introduction, but it would allow you to seek clarification over a matter or raise an issue for a later consultation if you wish.

### **School Meals**

We operate a biometric cashless system in the canteen and your children will already have been registered in school for this system during their 'Induction Day' visit. Any further explanation required regarding the use of the system in school and your opportunity to create an online account through WisePay for your child will be covered in the talk. We would hope you would be able to put money into your child's account **before** they start in September. This can be achieved either by the creation of the online account or by providing cash. Unfortunately, cheques can not be accepted. The Manager from our catering company will be in the Lower School Canteen throughout the evening and will be pleased to receive any cash during the evening. Alternatively, you could provide an envelope addressed to Ms Eldridge, Catering Manager, via the main Reception, giving your child's name and form, and we will pass this on. Your child can also bring money into school and use the cash revalue machine located in the South Foyer to top up their balance throughout the year.

Even if you already have a child at Hazelwick, you are still urged strongly to attend this meeting as we value our contact with parents/carers and there are always developments within the school which make each year different. Usually very large numbers of parents/carers attend this evening and you are respectfully asked **not** to bring your children with you unless it is absolutely unavoidable. By the time of this meeting, all 'new entrants' for Year 7 will already have attended an Induction Day visit and so will have had access to much of the information covered during the 'New Intake Evening' meeting. Details about other aspects of children's timetables will not be available before September.

If you are unable to attend the evening, you can find out the details of your child's form and the name of their Form Teacher and Heads of Year by telephoning the school and asking for Mrs Howland during any working day from Tuesday 11 July onwards.

Access for parents/carers arriving by car will be via the main school entrance (Hazelwick School Close) opposite the Tesco petrol station. Attendants will direct you to a car parking space. Please do not park in Hazelwick School Close as this will cause increased congestion. Parking space is limited, so please consider whether you do need to bring your car. At the end of the evening the exits at both ends of the school will be open. Please ensure that you have not blocked the gates at the North turning circle.

### **Contact details and 'InTouch'**

Thank you to those of you who have been able to complete and return the school 'Family Information Form' issued as part of the Transition Pack. If you have not yet done so, please can you return this to Hazelwick School before the induction day on 5 July 2023.

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

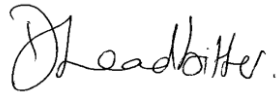
We can still issue information on paper to parents/carers who do not have an email address. We are all very aware that 'pupil post' is notoriously unreliable and we are, in addition, increasingly keen for environmental reasons to reduce the amount of paper the school uses unnecessarily. We hope eventually to convert all communication to email.

Thank you in advance for your cooperation in this matter. Through this process we will be able to ensure regular, reliable and effective communication during your child's first year at Hazelwick.

We have also enclosed an additional letter regarding foreign languages. Please can we ask that you email: [languages@hazelwick.org.uk](mailto:languages@hazelwick.org.uk) by 1:00 pm on Monday 19 June 2023 if you have a compelling reason for your child to study either German or Spanish. Please refer to the letter for further details.

We very much look forward to meeting you on the evening of Monday 10 July 2023.

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

Enc: Foreign Language Letter