



April 2025

Dear Parent/Carer,

## **INDUCTION VISIT FOR PUPILS JOINING HAZELWICK IN SEPTEMBER 2025** **Year 6 Pupils' visit**

Arrangements have been made for all Year 6 pupils to visit Hazelwick for the day on **Wednesday 2<sup>nd</sup> 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. Any pupils who are not able to use the biometric option will be issued with a 4-digit PIN number instead.

The system 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. Should you require more information about the system in advance of the Induction Day, 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** and this permission is provided via the Transition Administration Pack that is completed through our online application site. The vast majority of families have already completed this. If you have not yet done so, please complete the admission form as a matter of urgency. If you have any questions about the system, please make contact via Mrs Howland (01293 403344).

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 £2.75 would purchase two substantial courses. 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 given a home-made cookie and a drink for free. They will be able to buy a snack as well if they wish. We advise all pupils to bring a bottle of water with them, which can be refilled during the day.

### **WisePay**

WisePay is a secure online payment service that allows parents and carers to make online payments to Hazelwick school using their debit or credit cards. These payments can include meals, trips, tickets, school ties, book purchases, lockers, sports or music payments - in fact, WisePay can be used for any payments made to the school. We will contact you in June with your account details so that your child can have credit available before Induction Day.

However, 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 3.10pm. Please make an appropriate arrangement for your child to get home. If you are collecting your child, ensure you 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 2025. No preparation is required for this assessment and please reassure your son/daughter not to worry about it.

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, the New Intake Evening will take place on **Monday 7<sup>th</sup> July**. This is an opportunity for you to visit Hazelwick and receive important information regarding your child's start at the school. Representatives from Innovate, 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 WisePay, the cashless catering system from their first day at Hazelwick.

### **'InTouch' emails**

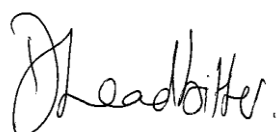
Hazelwick primarily uses email communication with parents/carers through a service called 'SIMS InTouch', which allows for speedy and environmentally friendly communication between school and home. Letters, reports, news, reminders and other information are all sent routinely and reliably by this means to one or more email addresses per family. Please be assured, the 'SIMS InTouch' service is GDPR compliant (General Data Protection Regulation). Those without email will still receive paper copies. The email details you provided on the admission form 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 their shop. Details can be found at [www.broadbridges.co.uk](http://www.broadbridges.co.uk). You can also access the information via the school website (follow the 'Uniform' link from the home page). This page shows which items can be bought at supermarkets or other retailers to reduce the cost. [Hazelwick School - School Uniform Policy](#)

I hope that your child is able to take part in this very valuable introductory visit. 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 Howland at Hazelwick.

Yours faithfully,



MR D LEADBITTER  
DEPUTY HEADTEACHER