



Hazelwick School

An Academy

Headteacher: Ms A Fearon BA (Hons) MA NPQH

Chair of Governors: Mrs R Bowron

March 2023

Dear Parent/Carer,

I am delighted to be sending you this first letter as a new Year 7 parent. You will, by now, have received a letter from the West Sussex Admissions Team confirming that your child has been allocated a place to start at Hazelwick in September 2023.

By way of first contact, I will outline a few key points of information about the transition process, which starts now and continues over the remainder of the academic year.

As a school we have now been given a list of the children who we expect to be joining us in September. There are always a number of changes between now and then and, if your circumstances change and you no longer require the place at Hazelwick, please write to West Sussex Admissions Team, County Hall North, Chartway, Horsham, RH12 1XH or email admissions.north@westsussex.gov.uk.

West Sussex are asking all schools to undertake an address verification exercise for new Year 7 students for September 2023. They ask that parents/carers provide their 2023/24 Council Tax statement to schools to enable addresses to be checked and to ensure allocation of school places is fair and accurate. Please can this be sent to school by 1st April along with the attached acceptance form.

We will now begin to liaise with the Junior/Primary schools to gather key information as we prepare for your son/daughter's transition to Hazelwick. In addition to this, we will be organising the Induction Day that your child will be invited to attend during the summer term. All children will be invited to visit for the full day on Wednesday 5th July in order to begin to familiarise themselves with their new school.

Where appropriate, extra and more specific visits are arranged, for example, by the Learning Support Department or members of the Pastoral Transition team.

During the transition process, time is taken to ensure that we are able to talk with the primary schools about each individual child. We very much appreciate the support of your child's current school in this regard.

On Monday 10th July all parents/carers are invited to attend our 'New Intake Evening'. During this meeting we will give out essential information about our school organisation, clarify the basic requirements and expectations, and outline arrangements for the start of term. More details regarding this meeting and the Induction Day will be communicated in early June.

If you have any questions at any stage of the transition process, please contact Tina Howland, PA to Deputy Headteacher, on the school number, 01293 403344. We are looking forward to meeting you and your children and we will work hard to ensure their successful transition to Hazelwick over the coming months.

Yours faithfully

Ms A Fearon
Headteacher