



Hazelwick School

An Academy

Headteacher: Mr D Leadbitter BA (Hons) NPQH

Chair of Governors: Mr L Clark



15 June 2026

Dear Parent/Carer

YEAR 7 INTRODUCTORY PARENTS'/CARERS' EVENING – 'NEW INTAKE EVENING' - MONDAY 6 JULY 2026

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:

Milton Mount Primary, Forge Wood Primary, Pound Hill Junior, Desmond Anderson Primary Academy, Gossops Green Primary, Langley Green Primary, Rusper Primary, Southgate Primary, St Andrew's CE Primary, St Margaret's CE Primary, The Mill Primary Academy, The Oaks Primary & Nursery, West Green Primary and Yattendon School.

This group are invited to start their evening in **Lower School (South) at 5.40pm** to collect tutor group information, and **the talk will start in South Hall at 5.50pm.**

Group B Parents of pupils from the following schools:

Three Bridges Primary, Northgate Primary, Broadfield Primary Academy, Burstow Primary, Charlwood Village Primary, Copthorne Prep, EHE, Hilltop Primary, Holbrook Primary, Maidenbower Junior, Manorfield Primary and Nursery, Reigate Parish Church Primary, The Gatwick School and Wray Common Primary School.

This group are invited to start their evening in **Middle School (North) at 6.15pm** to collect tutor group information, and **the talk will start in North Hall at 6.25pm.**

On arrival at your building, alphabetical lists for each Primary/Junior School will be available to collect. These lists will show the details of your child's Form Group. An explanation of the organisation of all Year 7 teaching groups will be given during the talk.

Talks

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

Group A Talk given by **Mr Myers in Lower School Hall starting at 5.50pm.**

Group B Talk given by **Ms Rao in Middle School Hall starting at 6.25pm.**

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).

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 cannot 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 Mrs Velikova, 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 strongly urged 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 7th 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 for completing the online application form. These details have now been entered into the school's systems.

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 provided 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 very much look forward to meeting you on the evening of Monday 6 July 2026.

Yours faithfully



Ms M Rao
Deputy Headteacher