



Hazelwick School

An Academy

Headteacher: Ms A Fearon BA (Hons) MA NPQH

Chair of Governors: Mrs R Bowron

June 2021

Dear Parent/Carer

I hope this finds you and your families well.

This letter contains a range of important information about the Induction Day, uniform, canteen accounts and the New Intake Parents/Careers Evening on 12 July.

We are very much looking forward to seeing your son/daughter for their Induction Day. Arrangements have been made for all Year 6 pupils to visit Hazelwick for this day on **Wednesday 7 July** as a way of supporting their transition as part of 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. Further details were included in the letter sent to you in April. All letters regarding transition can be found on the school website, under Parents/Carers, Recent Letters – Summer Term.

YEAR 7 INTRODUCTORY PARENTS'/CARERS' EVENING – 'NEW INTAKE EVENING' - MONDAY 12 JULY 2021

I am delighted also 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, with parents/carers split into 4 evenly sized groups to allow for appropriate distancing, with the talks being staggered as outlined below. The evening will, of course, follow relevant Covid guidance.

Group A Parents/carers of pupils from the following schools:
Broadfield Primary Academy, Charlwood, Copthorne Junior, Copthorne Preparatory, Desmond Anderson, Handcross, Langley Green, Manorfield, Meath Green, Pound Hill, St Andrew's, St Francis, St John's, St Mary's Reigate, St Margaret's, The Gatwick School, The Mill, The Oaks, Waterfield, West Green
The Evening for this group will begin **in Lower School (South) at 4.45pm**

Group B Parents/carers of pupils from the following schools:
Southgate, Three Bridges
The Evening for this group will begin **in Middle School (North) at 5.00pm**

Group C Parents/carers of pupils from the following schools:
Gossops Green, Milton Mount
The Evening for this group will begin **in Lower School (South) at 5.45pm.**

Group D Parents/carers of pupils from the following schools:
Hilltop, Maidenbower, Northgate, Seymour

The Evening for this group will begin in **Middle School (North) at 6.00pm.**

On arrival, 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 all the 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 5.00pm.**

Group B Talk given by **Mr Myers in Middle School Hall starting at 5.15pm.**

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

Group D Talk given by **Mr Myers in Middle School Hall starting at 6.15pm.**

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). Full details of our uniform are enclosed with this letter.

After the talks

When the talks are 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 be registered in school for this system during their 'Induction Day' visit. Your personalised log in sheet for this WisePay system, along with details of how to add money to your child's account, are attached. We ask that you 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 you providing us with a cheque. The Manager from our catering company will be in the Lower School Canteen throughout the evening on 12 July and will be pleased to receive your cheques (made payable to 'Harrisons') during the evening. Alternatively, you could post a cheque to Mr Judd, Catering Manager, via the main Reception, giving your child's name and form, and we will pass the cheques on.

I would like to highlight that Hazelwick is a nut free school, due to the significant number of our school community that have very serious nut allergies. There are no nut products sold in the Canteen. If you are sending your child in with a snack or lunch, including on the Induction Day, please ensure that they do not contain nuts.

Students eligible for free school meals do not need to add money to their account. If you are eligible, or if your child has been receiving Free School Meals at your primary school, please complete an application form to ensure that we are notified of your entitlement, using this link - <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/free-school-meals/free-school-meals-online-application-form>

Even if you already have a child at Hazelwick, you are still urged very 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.

If you are unable to attend the evening, you can find out the details of your child's form and the name of his/her Form Teacher and Heads of Year by telephoning the school and asking for Mrs Bending during any working day from Tuesday 13 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, since 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'

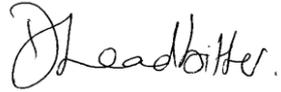
Thank you to those of you who have been able to complete and return the school 'Family Information Form' issued as part of the Transition Pack. If you have not yet done so, you will be able to hand in the completed sheets during the 'New Intake Evening'. Blank copies of the form will also be available on the night.

Hazelwick now 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.

If you do not have an email address, please let us know.

We very much look forward to meeting you on the evening of Monday 12 July.

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. Wisepay Information
Language letter