



Hazelwick School

An Academy

Headteacher: Ms A Fearon BA (Hons) MA NPQH

Chair of Governors: Mrs R Bowron

June 2022

Dear Parent/Carer

YEAR 7 INTRODUCTORY PARENTS'/CARERS' EVENING – 'NEW INTAKE EVENING' - MONDAY 11 JULY 2022

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:

Burstow, Charlwood, Cheam, Copthorne Junior, Gatwick, Gossops Green, Langley Green, Manorfield, Milton Mount, Pound Hill, Southgate, St Stephen's, 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:

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

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).

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 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 you providing us with a cheque. The Manager from our catering company will be in the Lower School Canteen throughout the evening 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.

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 his/her Form Teacher and Heads of Year by telephoning the school and asking for Mrs Bending during any working day from Tuesday 12 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. A school map is attached showing Hazelwick School Close (main school entrance) and the locations of Lower School (South) and Middle School (North) halls.

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.

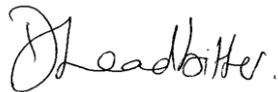
Hazelwick primarily uses email communication with parents/carers through a service called 'SIMS InTouch', which allows for swift and environmentally friendly communication between school and home. Letters, bulletins, news, reminders and other information are all sent routinely and reliably by this means, 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 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 very much look forward to meeting you on the evening of Monday 11 July 2022.

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