



Hazelwick School

An Academy

Headteacher: Ms A Fearon BA (Hons) MA NPQH

Chair of Governors: Mrs R Bowron

11th November 2022

Dear Parent/Carer

Student Review Day: Friday 2nd December 2022

We are holding our Student Review Day for Year 7 students and their parents/carers on **Friday 2nd December**. The purpose of the meeting is to provide time for a conversation between yourself, your son/daughter and their Form Tutor, during which you can have a discussion about how they have settled in at Hazelwick. These meetings therefore have a much greater impact if your son/daughter is also present.

The Form Tutor will have received feedback from subject teachers, and so an overall view of early performance can be given. There will also be a report covering all subjects that the Form Tutor will talk through with you. We hope the format will give you the opportunity to open a dialogue with the Form Tutor and give us your own impression of how your son/daughter has settled into Year 7. In addition to form staff, other pastoral staff, senior leaders and Learning Support staff will be making additional appointments with some students for a range of reasons. You will be notified of any additional appointment by email if required.

Appointments should be made by parents/carers through the [Schoolcloud](#) website. Please find attached with this letter a guidance sheet that will take you through the steps to making an appointment with your child's Form Tutor. The booking process will open at **6pm today (Friday 11th November)** and close at **6pm on Thursday 1st December**. If you experience problems using this system, please contact Miss Harrison, Year 7 Coordinator, to make an appointment.

During the meeting you will be informed about your child's **Hazelwick Baseline Band**. Year 7 students are grouped initially into four broad 'bands' based on their average KS2 scaled score. Any students who do not have KS2 data will be assigned an appropriate Hazelwick Baseline Band determined by our own internal assessment.

| Hazelwick Baseline Band |
|-------------------------|
| Advanced |
| Higher |
| Intermediate |
| Foundation |

It is important to understand that a student's Baseline Band is just a starting point and does not in any way limit or place a 'ceiling' upon the student's eventual GCSE grades. Throughout KS3, students may well move up to a higher band for individual subjects if they have consistently exceeded the expected rate of progress of their initial baseline band in that subject.

The appointments will take place in the **Library** and car parking will be available next to the 'all-weather' pitch. Entry to the school must be via Hazelwick School Close ('Tesco end') since the gates at the 'flyover end' of the site will be closed for security reasons.

To allow these conversations to be scheduled throughout the whole school day, Year 7 students will only be expected to attend school for the appointment itself and for a short preparatory and follow-up period either side of their conversation. All students should be in **full school uniform**. For the remainder of the day they will be expected to work on independent learning tasks at home. Full details of these tasks will be communicated through [Satchel:One](#) closer to the date.

Yours faithfully

A handwritten signature in black ink, appearing to read 'P Myers', written in a cursive style.

Mr P Myers
Head of Lower School

Browse to <https://hazelwick.schoolcloud.co.uk/>

Your Details

Title: Mrs, First Name: Rachael, Surname: Abbot

Email: rabbot4@gmail.com, Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

[Log In](#)

Step 1: Login

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.

Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

- Thursday, 16th March [Open for bookings](#)
- Friday, 17th March [Open for bookings](#)

[I'm unable to attend](#)

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

Automatic
Automatically book the best possible times based on your availability

Manual
Choose the time you would like to see each teacher

[Next](#)

Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.

Choose Teachers

If there is a teacher you do not wish to see, please unlick them before you continue.

Ben Abbot

- Mr J Brown (SENCO)
- Mrs A Wheeler (Class 11A)

[Continue to Book Appointments](#)

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the **Accept** button at the bottom.

| Time | Teacher | Student | Subject | Room |
|-------|---------------|---------|-------------|------|
| 17:10 | Mr J Sinclair | Ben | English | E6 |
| 17:25 | Mrs D Mumford | Ben | Mathematics | M2 |
| 17:45 | Dr R Minamara | Andrew | French | L4 |

[Accept Appointments](#) [Cancel Appointments](#)

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose **Accept** at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

| Time | Mr J Brown (SENCO (A2)) | Miss B Patel (Class 10E (H3)) | Mrs A Wheeler (Class 11A (L1)) |
|-------|-------------------------|-------------------------------|--------------------------------|
| 16:30 | Ben | Andrew | Ben |
| 16:40 | | | |
| 16:50 | + | | + |
| 17:00 | | | + |

Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

My Bookings

View 11 bookings

This parent's evening has been booked on the main website and follow the sign for the date that when the evening is being done. Booking is available in the main website on your.

| Time | Teacher | Student | Subject | Room |
|-------|---------------|---------|-------------|------|
| 16:30 | Mr J Brown | Ben | English | E6 |
| 16:40 | Miss B Patel | Andrew | Mathematics | M2 |
| 16:50 | Mrs A Wheeler | Ben | French | L4 |
| 17:00 | Mr J Brown | Andrew | Mathematics | M2 |
| 17:10 | Mrs A Wheeler | Ben | English | E6 |

Step 6: Finished

All your bookings now appear on the *My Bookings* page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.