

Term Dates

Autumn Term 2017

Term starts (Reception):	Wednesday 6th September at 8.45am
Term starts (Years 1 & 2):	Wednesday 6th September at 9.00am
Term starts (Years 3-8):	Wednesday 6th September at 8.30am
Half-term starts:	Friday 20th October after school
Term resumes:	Monday 6th November
Term ends (Reception):	Friday 15th December at 12.30pm
Term ends (Years 1 & 2):	Friday 15th December at 11.30am
Term ends (Years 3-8):	Friday 15th December at 12.30pm*

Spring Term 2018

Term starts (Reception):	Monday 8th January at 8.45am
Term starts (Years 1 & 2):	Monday 8th January at 9.00am
Term starts (Years 3-8):	Monday 8th January at 8.30am
Half-term starts:	Thursday 8th February after school
Term resumes:	Monday 19th February
Term ends (Reception):	Thursday 29th March at 12.30pm
Term ends (Years 1 & 2):	Thursday 29th March at 11.30am
Term ends (Years 3-8):	Thursday 29th March at 12.30pm*

Summer Term 2018

Term starts (Reception):	Tuesday 24th April at 8.45am
Term starts (Years 1 & 2):	Tuesday 24th April at 9.00am
Term starts (Years 3-8):	Tuesday 24th April at 8.30am
Half-term starts:	Friday 25th May after school
Term resumes:	Monday 4th June
Term ends (Reception):	Friday 6th July at 12.30pm
Term ends (Years 1 & 2):	Friday 6th July at 11.30am
Term ends (Years 3-8):	Friday 6th July at 12.30pm*

Autumn Term 2018

Term starts (Reception):	Wednesday 5th September at 8.45am
Term starts (Years 1 & 2):	Wednesday 5th September at 9.00am
Term starts (Years 3-8):	Wednesday 5th September at 8.30am
Half-term starts:	Friday 19th October after school
Term resumes:	Monday 5th November
Term ends (Reception):	Thursday 13th December at 12.30pm
Term ends (Years 1 & 2):	Thursday 13th December at 11.30am
Term ends (Years 3-8):	Thursday 13th December at 12.30pm*

Hazelwood School, Wolfs Hill, Limpsfield, Oxted, Surrey, RH8 0QU
Telephone: 01883 712194 www.hazelwoodschool.co.uk

**Older siblings can leave with their younger brothers and sisters at the earlier time.*



Hazelwood School

Supplement to the Prospectus 2017-2018

Welcome to Hazelwood School

Hazelwood School has a long history of inspiring young people to flourish, dating back to its foundation in 1890. It is situated in 25 acres of woodland and fields lying on the edge of Limpsfield Chart.

We are a co-educational school for children 3 months to 13 years. Our preschool children are looked after and educated at our Nursery and Early Years site in the centre of Oxted.

Hazelwood is an Anglican foundation that accepts children of all faiths and those who do not follow any particular faith.

We believe every child is special and unique and we aim to maximise the potential of every pupil up to the age of 13.

School motto: Spiritu Inspiratus (Lungfuls of Inspiration)

The Hazelwood Promise

At Hazelwood School we promise;

- to inspire all pupils with the ambition to achieve their highest academic standards.
- to nurture and support all pupils on a journey of self development, providing excellent care and guidance whilst encouraging independence, inner confidence and mutual respect.
- to offer the opportunity for all to be inspired with passion and determination and to participate fully in the wider life of the school.
- to ensure pupils have an understanding of their place in the local and global community.
- to employ staff who love working with children and who demand excellence from themselves and their pupils, acting as dynamic and inspirational role models.
- to work in partnership with our parents to ensure that every child's time at Hazelwood is happy and enriching, preparing them fully for the life they choose.

The Framework of Hazelwood School

Nursery and Early Years

0-5 years

Our Nursery and Reception classes are situated on the Laverock site in the centre of Oxted. Children transfer to the main Hazelwood School once they have completed the Early Years Foundation Stage.

The Lower School

5-10 years

Years 1 – 5

Mr James Walton is Head of Hazelwood's Lower School. He is assisted by Mrs Julia Johnston (Deputy Head of Lower School) and Heads of Years 1-5.

The Upper School

10-13 years

Years 6 – 8

The Heads of Years 6, 7 and 8 ensure that every child in the Upper School fulfils their academic and social potential.

The School's policy is to have no more than 20 pupils per form.

The School Day

Reception Registration takes place at 8.45am and the school day ends at 3.30pm.

Years 1 & 2 Registration takes place at 9.00 am and the school day ends at 3.30pm.

Years 3 – 8 The school day starts at 8.30 am and ends at 4.30 pm, except Years 3 and 4, whose day ends at 4.00 pm.

Catering Children have a mid-morning break during which time fresh fruit is provided for all. A cooked lunch is offered to all pupils, taken at various times in the period 12.00-1.20 pm, dependent upon age and commitments. Jacket potatoes or pasta, a salad bar and a vegetarian dish are available daily alongside a full, freshly prepared main course. There is a choice of a hot pudding or cold dessert pots. The catering team are informed of all allergies and careful procedures are followed to ensure the highest safety standards. Hazelwood School is a nut free zone.

The Extended Day

Years 1 & 2 Children may arrive in Years 1 & 2 any time from 8am onwards. Until 8.30am children will be kept in the 'early room' and then taken through to their classrooms for registration. Children in Years 1 & 2 may make use of our extended day facility until 6pm, with tea provided at 4.45 pm. Booking of the appropriate sessions is **essential** and forms are available from the school office.

Years 3 – 8 Children may arrive at School from 7.30am so long as they are pre-booked in for breakfast. At 8.00am all children will be welcomed into the 'early room' prior to going to their classrooms at 8.15am where they can wait quietly until registration. Tea is also available from 4.30 to 4.45 for those staying for supervised prep and other after-School activities. Supervised prep ends at 6.00pm.

Uniform

Hazelwood's uniform is both smart, practical and demonstrates a sense of belonging to the school community. The uniform is available on-line at www.schoolblazer.com A full uniform list is available on both Schoolblazer's and the school's website. The school runs a Second Hand Uniform Shop on a Monday afternoon and a Wednesday morning. This is located in the Acorn Building.

The Academic Programme

From Oak to Year 8, the academic programme is tailored to the specific needs of the children and their future aspirations. Our curriculum ensures that every child is well motivated, inspired and challenged. All children from Years 1-7 will complete a TED (Think, Explore, Discover) project three or four times a year. The school curriculum is ever changing to reflect the needs of a modern day education. Most recently the younger children have been engaged in Forest Skills with the older children rising to the lateral thinking challenges encountered within Philosophy for Children.

Years 1 & 2

In the modern, purpose built Chestnut classrooms, Key Stage 1 begins in Year 1 and follows through to Year 2. Great emphasis is placed on acquiring **vital literacy** and **numeracy skills**. We also promote a wider interest with subjects such as **Science, History, Geography, Design and Technology, Religious Education, Art and Information Technology**. Our pupils benefit from an enhanced curriculum with the benefit of **specialist teaching** in **French, Physical Education, Swimming and Music**. **Forest Skills** have also been introduced into the timetable with children spending a full afternoon in one of the two on-site camps.

Years 3 – 8

During the Lower School years, (Y3 to Y5), the building blocks of education are continuing to come together on the solid foundations built in Years 1 & 2. In Years 3-5 children are taught by their class teacher although throughout the Prep School, pupils benefit from subject specialist tuition in **French, Latin** (from Year 6), **Music, Drama, Physical Education and Games**. From Year 6 all subjects including **English, Maths, Science, History, Geography, Art and Design Technology, Physical Education and Games** are delivered by secondary trained, subject specialist teachers. **PSHEE** is undertaken by your child's class teacher. Children in the Lower School also participate in **Philosophy for Children** classes.

Once your child reaches the Upper School, Y6 to Y8, the fundamental learning blocks will normally be in place. All children will continue with a broad curriculum, satisfying the needs of the national curriculum and more. Whilst the curriculum is essentially the same, the children will have different needs. Where possible, therefore, Years 7 and 8 will be streamed to take in these differences.

Hazelwood School is committed to 13+ transfer. As such, its curriculum is geared towards achieving entry to Senior School in Year 9. In the Upper School children will be given an opportunity to mature and to take on responsibilities and leadership roles. Their co-curricular activities will be dynamic and exciting and all pupils will forge life-long friendships. In addition, the timetable will include study skills and exam technique lessons in order to prepare them fully for 13+ transfer. In some ways, Years 7 and 8 are the jewels in Hazelwood's glittering crown and as such a lot of energy is invested in making them the best times of our pupils' lives.

If parents choose 11+ transfer for their children (and for some it is the right decision), the school's curriculum will equip them well for these earlier exams. VR and NVR will have been practised since Year 3 and interview practice will be given as dates for the assessments approach. It will be the responsibility of the parent however to secure practice papers from senior school websites and to allow time at home for their children to become familiar with them.

Hazelwood School takes immense pride in all of its pupils' unique learning journeys and looks forward to seeing each child leave the school as a confident and successful individual.

Sport

Our physical education curriculum is wide ranging and aims to ensure skills are transferable to many other sports and other physical activities. In Years 1 & 2, sport is led by the Sports Department and pupils make full use of the swimming pool and sports hall facilities. In the Prep School, the major girls' sports are lacrosse, hockey and netball (Autumn and Spring terms) and rounders in the Summer Term. The major boys' sports are football (Autumn term), rugby (Spring term) and cricket in the Summer term. Additionally, boys and girls participate in cross-country running, swimming, tennis, and athletics. After-school clubs have included golf, tennis, judo, basketball, gymnastics, trampolining and touch rugby. All children from Reception through to Year 5 enjoy a weekly swimming lesson.

Music

Music plays an important part in the life of the school and there are opportunities for children of all abilities and aspirations to participate. Within the curriculum, every child has class music. Lessons start from the early years with rhythm work, singing and musical games through to the Prep School, where pupils are able to perform and compose a wide range of both vocal and instrumental music using keyboards and acoustic instruments. Under the guidance of our peripatetic music specialists, more than 200 individual lessons are scheduled each week including piano, voice all the main orchestral instruments and guitar. We offer an extensive range of choirs, music groups and orchestras and performance opportunities including our weekly lunchtime concerts, assemblies, an annual music competition, a Christmas Carol Service in the Tonbridge School Chapel and the music-drama productions in Y2, Y4, Y6 and Y8. Hazelwood children participate in local music festivals and all children are encouraged to take Trinity and ABRSM graded examinations. Every other year the school organises an international tour for its musicians offering them the opportunity to experience performing in overseas venues or participating in an international music festival. Following the opening of the Baily Building in 2016, the school's musicians now have an amazing space in which to perform. The Bawtree Hall boasts seating for 450 people and acoustic conditions to suit all manner of ensemble and solo programmes.

Drama & Dance

Drama is taught to children from Reception to Y8. The emphasis is on learning basic performance skills and developing the children's self-confidence. They learn to work well with others and also to have fun! The Centenary Theatre, with seating for 220, is the centre for a very wide range of opportunities and experiences. Participation in all areas of drama is encouraged and Year 2, Year 4, Year 6 and Year 8 put on a major production. There is an annual Talent Show in the Prep School and there are opportunities for involvement in the sound and lighting for children in the Upper School. The Art and Design/Technology Departments assist with set design and painting, and we have great support from parents who help build the sets, provide costumes and backstage support. Our dance studio is well utilised and offers children from Reception to Year 8 the opportunity to study all forms of dance through our extra curricular Dance Academy.

The Spring term examinations and Summer term dance displays are amongst the most successful of our annual school events.

Homework

Years 1 & 2 We encourage our children to read every night throughout the Lower School. Additionally children will have spellings to learn. Year 2 will learn their tables and occasionally be asked to research information from their topic work.

Years 3 - 5 Homework is set on a daily basis from Year 3 onwards except when there is a sports match and no homework is set. For Years 3 and 4, we expect one or two subjects to be taken per night usually for about twenty minutes' duration. In Year 5, we expect two subjects to be taken per night.

Years 6 - 8 In Year 6, there is one day in the week where three subjects are set, making a total workload expectation of about an hour. In Years 7 and 8, more evenings have three subjects set, and as pupils move towards taking their entry exams, more work is required out of supervised prep time.

Activities & Clubs

Extra-curricular Activities There are various clubs and activities during lunch time and after school including a wide range of musical, dramatic, enrichment, creative and sporting activities. These vary each term and parents are informed about what is on offer before the start of each term. Whilst some clubs are run by our own teaching staff, we do have experts brought in where appropriate which may incur an extra charge.

Trips and Travel During a child's time at Hazelwood, they will be offered the opportunity to go on a wide range of trips and outings. They are used to expand and enrich learning. Trips vary from year to year and last year included a Year 1 trip to Chessington Zoo as part of the children's Africa project and the Year 2 river boat trip down the Thames as the pupils studied London. Year 6 stepped back in time with their visit to Hampton Court Palace and the Year 3 cohort went in search of the Chiding Stone in nearby Chiddingstone village. In addition the children enjoy residential trips in Years 3, 4, 5, 7 and 8. The Year 2 annual Dinosnore is also a hugely popular event. This year the Year 8 children are off to Italy on a geography and classics trip to visit Pompeii and Herculaneum and to climb Mount Vesuvius.

H.F.C (Hazelwood Fun Club) Hazelwood School runs a well established, fun filled holiday club for children 3 to 13 years. Further details are available from the school website. The HFC is reserved only for children from the school and their siblings.

Pastoral Care

Class Teachers Class teachers provide a daily reference point for pupils, their parents and their fellow teachers. They welcome communication at any time about the children in their charge, and are the first people to be contacted in the case of routine matters.

The Prep School House System From Year 1 through to Year 8, each pupil joins one of the four Houses, Baily (to be re-named in 2016-17), Dowling, Irving and Parry (names of former Headmasters). Each House has a House Tutor and an Assistant House Tutor, who become the long-term mentors of the pupils in their House. House Tutors are central to the pastoral care of pupils, and liaise frequently with each other, with all teachers and with the Head.

All Year 3 children are assigned a buddy from Year 7 or Year 8. The buddies help settle the children into life in the Prep School and show them the ropes of the house system.

Hazelwood Parents' Association

Every parent in the school is a member of the HPA. The function of the association is to organise social events and undertake fundraising on behalf of Hazelwood School and other appointed charities. Regular fundraising events include the Christmas Fayre, School Ball and Quiz Night. The school is hugely grateful to the HPA for their fund raising support. They generously contributed to the refurbishment of the school swimming pool and in June 2014 the ribbon was cut on the stunning classroom-in-the-trees which is used for both learning and recreation. They have provided funds for outside play equipment across both sites and to the external landscaping and furniture of The Baily Building. Future HPA fund raising will be, in part, directed towards the Hazelwood Community Fund, set up as part of the 125th anniversary celebrations. Local organisations will be able to apply to the fund for small grants to help further their own projects within the community.

Hazelwood Governors

2017-2018

Chair: **Annabel Lark**** BEd (Hons)

c/o Hazelwood School, Wolfs Hill, Limpsfield, Surrey, RH8 0QU

Alex Arterton** ACA, BSc (Hons), ARCS

John Bleakley BA (Hons), PGCE, Third Master, Tonbridge School

Julie Coates** BA(Hons), MCIPD

Bill Crothers* BSc (Hons), ICAEW

Alison Curson* BA (Hons), LPC, LDC

Ben Figgis MA (Cantab), MEd, PGCE, Head, Ardingly College

Emma Francis BEd (Hons), AMBDA, Learning Support Teacher,

Ardingly College Prep School

Paul Harvey BA (Hons), MA (Ed), PGCE

Stephen Heald (FCS)

David A B Hughes** BSc (Hons), MRCS, CdipAf

Melanie Lewis* BSc (Hons) ACA

Timothy Proctor* BSc (Hons)

Gina Reedy BA, Dip Ed (NZ), CIPD

*Current parent **Former parent

Hazelwood Staff

Senior Leadership Team

Mrs L Louw B Mus (Hons) TL, QTS

Dr C Orr BSc (Hons), PhD

Mr Russell Shepherd BA (Hons), QTS

Mr Howard Garlick (BEd Hons, QTS)

Mr J Walton BA (Hons), QTS

Mr N Tappin BA (Hons. Cantab)

Mrs J Johnston BA (Hons), PGCE

Mr Jonathan Jarvis BA (Hons), PGCE

Heads of Department, The Prep School

Mrs S Young MA (Oxon), CTABRSM

Mrs C MacDougall LLB (Hons), PGCE, MA (Ed), LPC

Mr W Fagg BA (Hons), PGCE

Mrs J Housego BA (Hons), PGCE, FISTC

Mr J Jarvis BA (Hons), PGCE

Mrs K Tulett BEd (Hons)

Mrs C Bilbrough BSc (Hons)

Madame Le Floch BA, PGCE

Mrs R Phillimore BA (Hons), QTS

Mr M Reay BA (Hons), QTS

Mrs Fiona Starr BA (Hons), PGCE

House Tutors

Miss K Wills

Mr T Lloyd

Miss T Clayton

Mr J MacDougall

Head

Deputy Head (Academic) and Director of Studies

Deputy Head (Pastoral)

Assistant Head (Nursery and Early Years)

Assistant Head (Lower School)

Bursar and Director of Admissions

Deputy Head of Lower School

Head of Upper School

Director of Music

Head of English

Head of Classics

Head of Drama

Head of History and ICT, House Tutor

Head of Art

Head of Science

Head of Modern Languages

Head of Maths

Director of Sport

Head of Design Technology

Parry

Baily*

Dowling

Irving

Hazelwood Teaching Staff

Mrs Natalie Alderton Teaching Assistant

Mrs E Anderson Head of Year 1 and Year 1 Tutor

Mrs C Bilbrough Head of Science and Year 7 Tutor

Mrs E Bradshaw Year 5 Tutor

Mrs L Brighting Science Teacher and Year 8 Form Tutor

Mrs A Carter-Pegg Learning Support Teacher

Mrs S Chisolm Teaching Assistant

Mrs F Clark English Teacher and Year 7 Tutor

Miss T Clayton Head of RS and PSCEE and Year 6 Tutor

Mrs Z Cochrane Year 5 Tutor

Mrs D Crosse Teaching Assistant

Miss C Dancy Assistant Tutor

Mrs S Dickerson Teaching Assistant

Mrs K Dymoke Librarian

Mr W Fagg Head of Senior School Transfer, Head of

Classics, Head of Year 7 and Year 7 Tutor

Mrs R Ford Year 3 Tutor

Mr D Fotheringham Teacher

Mr H Garlick Assistant Head (Nursery and Early Years)

Mrs C Hardgrave Head of Girls' Games (maternity)

Mrs F Harvie Teaching Assistant

Miss J Harwin Teaching Assistant

Mrs M Haydock Year 1 (cover)

Mr D Hayes Head of ICT

Mr N Head Head of Geography and Year 8 Tutor

Mrs J Hood Teaching Assistant

Mrs J Housego Head of Drama and Girls' Games Teacher

Mr J Jarvis Head of History and Head of

Upper School

Mrs J Johnston Deputy Head of Lower School, Head of

Year 5 and Year 5 Tutor

Mrs J Jones MFL Teacher

Miss A Keen Maths Teacher and Year 6 Tutor

Mr E Kemp Year 3 Tutor

Mr M Kemp Year 4 Tutor

Mrs K Kidson Teaching Assistant

Miss T Leach Year 1 Tutor

Mrs K Lefevre Teaching Assistant

Mrs A Le Floch Head of MFL

Mr T Lloyd Maths Teacher and Year 6 Form Tutor

Miss A Lloyd Head of Swimming

Mrs S Lowe Girls' Games Teacher

Mrs L Louw Head of Hazelwood

Mrs C MacDougall Head of English

Mr J MacDougall Head of Year 4 and Year 4 Tutor

Mrs G Morgan Year 1 Tutor

Mr M Nicholson Boys' Games Teacher

Dr C Orr Deputy Head (Academic) and

Director of Studies

Miss G Parker Assistant Tutor

Miss E Parkinson Assistant Tutor

Ms R Parr Year 4 Tutor

Mrs R Phillimore Head of Maths and Head of Year 8

Ms L Pinder Head of Learning Support

Mr M Reay Director of Sport

Mrs E Richards Year 2 Tutor

Mrs D Sanger Reception Teacher

Mrs S Smith-Chandler Reception Teacher

Mrs K Stafford Teaching Assistant

Mrs F Starr Head of Design Technology

Mrs S Taylor Reception Teacher and

Head of Reception

Mrs S Tory Teaching Assistant

Mrs N Trojanowski Head of Year 3 and Year 3 Tutor

Mrs K Tulett Head of Art

Mrs P Varcoe Welfare Assistant

Mr J Walton Assistant Head (Lower School)

Mr M Whelan Assistant Tutor

Miss K Wills Head of Girls' Games

Ms S Wilson Head of Year 2 and Year 2 Tutor

Mrs N Wisniewski Librarian

Ms S Young Director of Music

Fees From September 2017-18 - Per Term

Early Years	
Reception	£3,195
Lower School	
Year 1	£3,380
Year 2	£3,595
Year 3	£4,475
Year 4	£4,690
Year 5	£5,115
Upper School	
Years 6 - 8	£5,140
Optional Extras (Details are sent to parents prior to the start of each term)	
• Services	• Accident and School Fees Insurance (As advised)
• Bus Service (As advised)	• Late Rooms and Extended Day (As advised)
Academic	
• Study Support	
30 minutes individually	£22.50
45 minutes individually	£33.75
45 minutes paired	£17.20
• Examinations (CEE, Music, as advised)	As advised
Music	
• Individual Music Lessons per term	£198.00
• Instrument Hire	£28.00
Activities, Trips & Clubs	
• Dance (Ballet, Tap or Modern)	
Reception	£77.00
Years 1-8	£97.50
• Martial Arts	As advised
• All other activities	As advised

Year 3 Bursary A 100% means-tested bursary, for families on low incomes, is sometimes available to a child entering Year 3 from the local area. Please contact the Director of Admissions for further details.

Sibling Discounts Hazelwood offers a 10% discount on fees for the third child to attend the school and a 20% discount for the fourth and subsequent children to attend the school.

Direct Debit Scheme The School offers a termly direct debit scheme. Fees are collected on the first day of the school term. Further information is available from the Finance Manager.

Composition Fee Scheme Lump sum fee payments can be made for periods of at least one year in return for discounted fee. Please contact the Bursar for further information.

Senior School Scholarships and Destinations

All members of staff play a key role in getting it right for every child. We take great care in preparing each child for a senior school most appropriate to his or her personality, academic ability and talent. The wide range of senior schools reflect Hazelwood's broad education and Hazelwood's excellent record in securing the right school for every child. The following list captures the wide range of senior school destinations for our pupils at 11 and 13 years. It shows the number and types of scholarships achieved last year (2017). We congratulate all our leavers and wish them well.

Ardingly	1 (Academic)
Beechwood Sacred Heart	1 (Academic)
Benenden	
Caterham	1 (Academic)
Harrow	
Hurstpierpoint College	
Kent College	
King's Canterbury	1 (Music)
Lingfield College	
Michael Hall	
Oxted School	
Radnor House	
Reigate Grammar	1 (Sport)
Tunbridge Wells Grammar School for Girls	
Walthamstow Hall	
Woldingham	
Worth	

Steps to Entry

Step 1 Introducing ourselves - the Prospectus

The Prospectus gives you an insight into the aims and ethos of the School. If you would like to ensure there is a place for your child before taking your enquiries further, please call the Admissions Office, on 01883 733841.

Step 2 Getting to know the School - the Visit

To get to know us properly, we recommend you visit the School, and discuss your child's needs and aspirations with the Head and the Head of the Lower School. Please call the Admissions Office, on 01883 733841, who will be delighted to arrange an appointment.

Step 3 Registering, and being assured of a place

Following your visit, if you decide that you would like your child to join Hazelwood, it is then necessary to *register*. This is done by completing the Registration Form in the prospectus (or available from the School Office), and sending it along with the £50 Registration Fee to our Registrar. Assuming there is a place, and subject to our assessment procedures, receipt of the £50 non-refundable Registration Fee and Registration Form means that your child will be *reserved a place*.

Step 4 Confirming you want your place

Approximately a year before your child is due to join, a refundable confirmation deposit of £400 will be requested, in order to *confirm the place*, subject to assessment. The School holds this sum until your child's final term, when it is offset against any extra charges he/she may have incurred. Any outstanding credit will be returned to you.

Step 5 Pupil assessment

For pupils joining Hazelwood Nursery and Early Years there is no assessment, but the Head (Early Years) will seek assurances from parents about their children. For the rest of the school, we recommend your child spends some time with us. We suggest a full day for Years 1-8. This also helps ensure that starting at Hazelwood is a happy, secure experience and not an intimidating one. However, we need to ensure each child can access our full curriculum and pupils (Years 3-8) are requested to take an assessment based on tasks done by the class they propose to join. A report from your child's current school is also requested.

Step 6 Induction before taking up your place

During the term before joining, your child will be invited to come in to School to meet his or her new prospective classmates, and generally feel more familiar with the school environment. As parents, you will also be able to meet key teaching staff. Your future Hazelwood Parents' Association Form Representative will also contact you for a pre-term 'get-together' for both children and parents alike.

Step 7 Joining the School on "Day One"

Every effort is made to make the first day enjoyable and relaxed. All members of staff pay particular attention to new pupils and a current pupil will be chosen to be the new pupil's guardian and helper for as long as deemed necessary.

Parents' School Policy Handbook

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A full copy of these may be inspected by asking the Bursar's PA for a copy. Key statutory policies are available on line on www.hazelwoodschool.co.uk.

- 1 Terms & Conditions
- 2 Hazelwood Promise
- 3 Admissions Policy
- 4 Curriculum Policy
- 5 Pupil Evaluation Policy
- 6 School Rules and Code of Conduct for Behaviour and Discipline
- 7 Safeguarding Policy
- 8 Staff Recruitment Policy
- 9 Anti Bullying Policy
- 10 First Aid Policy
- 11 Internet Policy
- 12 Special Educational Needs & disability Discrimination Act
- 13 Exclusions, Expulsions and Suspensions
- 14 Health & Safety Policy
- 15 Off Site Visits Policy
- 16 Data Protection Policy
- 17 Governance Terms of Reference
- 18 Complaints Procedure

The above is a list of the main school policies. Others are available on request from the School Office.