

Longfield Academy  
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**Chief Executive:** Mr D Judson, Bed, NPQH  
**Headteacher:** Mrs A Sweeten, BA (Hons) MA, NPQH  
**Deputy Headteacher:** Mr S Rawle, BA (Hons), MA

30<sup>th</sup> August 2023

Dear Parent / Carer,

## Re: Back to School Letter (0001-23ASW)

I hope you have had a lovely summer break and your children are ready for a positive return to school on **Tuesday 5<sup>th</sup> September 2023**. The school gates open at 8:30am and pupils should be in their form room by 8:45am.

To complement the positive Ofsted monitoring visit that occurred in February, we continue to demonstrate the ability to provide, not only a safe and supportive environment for learning but also a well-balanced curriculum that caters for all children, leading to positive outcomes. Our 2023 GCSE results demonstrate Longfield Academy is a great school that has the future life chances of all its children at the heart of everything we do. We achieved the rank of 4<sup>th</sup> for attainment across the whole town. Notably, ten pupils achieved a grade 9 in English and four pupils achieved grade 9 in Maths.

Thank you to all parents / carers who continue to be exceptionally supportive of our standards and expectations, and for acknowledging the quality education we are striving to achieve at Longfield Academy. We want to continue working with you to get the best for your child and make their time here enjoyable, safe and productive.

Below are a few reminders to help you stay informed and prepare for your child's return. Your support in reinforcing our expectations of attitudes and behaviour, allows us time to focus on the positive aspects of education's learning and progress. We look forward to working together during this academic year.

### Attendance

We expect all pupils to achieve 100% attendance. Please ensure that a reason for absence is reported to school on the first day of absence, and every day of absence' **before 9:15am** by either:

- telephoning the academy on T: 01325 380815 – selecting Option 1; or
- emailing [attendance@longfield.swiftacademies.org.uk](mailto:attendance@longfield.swiftacademies.org.uk)

***\*We kindly ask that you do not call, message or email the Year Leaders as they are sometimes unable to process this information in time leading to unwanted stress or concern about missing pupils.***



Please ensure that your child is on time for school, they must be on site and in their form room by 8:45am. Any pupil late to school, without a reasonable excuse, will be given a detention to catch up on missed work.

**The DFE are also requiring all schools to mark any pupil arriving later than 9:15am as absent (not late). This will impact on your child's attendance record. A total of 19 lates over the year could place your child in a persistently absent category and you may face a fine.**

For any leave of absence, a request form must be completed prior to the time / day of absence. These can be found on the website via

<https://longfield.swiftacademies.org.uk/wp-content/uploads/sites/5/2022/11/Longfield-Academy-Pupil-Leave-of-Absence-Request-Form-1-1.pdf>

## **Behaviour – Choices System**

Staff work hard to provide an excellent education provision that can be delivered to all pupils without the distraction of low-level disruption. Our behaviour expectations are simple and can be found on our website. Please ensure you have your Class Charts log in to follow your child's positive contributions to their education and information of sanctions. If you do not have your parent login details, please contact via [enquiries@longfield.swiftacademies.org.uk](mailto:enquiries@longfield.swiftacademies.org.uk) / T: 01325 380815.

## **Uniform**

**Skirts are no longer part of our uniform.**

- Pupils return on Tuesday 5<sup>th</sup> September 2023 in the Longfield Polo Shirt and Trousers (We will inform parents / carers and pupils when the change to the winter uniform will take place.)
- Black school shoes – Shoes should not have badges or embellishments. Trainers are not permitted
- Trousers must be trouser material with a **button and zip fastening**. Leggings / Jeggings / Jeans are not permitted
- Pupils must leave all jewellery at home. Any jewellery found in school will be confiscated and while every attempt will be made to keep it safe, we will not take responsibility for lost items
- Piercings of any kind are not allowed for health and safety reasons – this includes retainers. New piercings will not be accepted as a reason to wear them
- All uniform and PE kit should have your **child's name written in** so we can return it if it gets misplaced.

Please support us to ensure that your child's uniform is compliant with our expectations. Pupils will be required to borrow items from the school if they are not correctly dressed. If this is refused, a sanction may be imposed.

Further uniform information can be found on our Longfield website via [Policies | Longfield Academy | Swift Academies](#) or via our suppliers' website [Elizabeths Schoolwear | Elizabeths Embroidery](#)

## **Equipment**

Pupils must arrive equipped for their learning and must have a school bag with pencil case, planner and scientific calculator. Please note, a free pencil case with essential items will be given to pupils on their first day. One free pupil planner will also be provided to pupils as soon as they are received.

## **Mobile Phones**

In line with our normal policy, mobile phones should be switched off and kept out of sight during the school day. Please remind your child that they must switch their phone off when they arrive at school. **Mobile phones will be confiscated until the end of the school day if seen / heard.** We would also like to remind parents / carers and pupils that Smart watches are not permitted in school.

## **Biking to School and Road Safety**

We supervise Longfield Road every morning from 8:30am and at the end of the school day at 3:00pm. Please encourage your child to be vigilant and use the crossing points where we have supervision. Although staff supervise the crossing at the front of school, we do not have any legal jurisdiction to stop cars to support children crossing the road.

If your child chooses to bike to school, please ensure they abide by the highway code and ride on the road, dismounting when they go onto the pavement. Helmets should also be worn. Locked bike sheds are available in school via the pupil gate between 8:30am and 8:45am. Pupils must dismount from their bikes on Longfield Road and walk their bikes when they are on school grounds.

## **Year 7 Pupils**

Tuesday 5<sup>th</sup> September is an important day for our new Year 7 pupils. We understand it can be an anxious time for new pupils, but please reassure your child that we are used to new pupils joining us and staff will be present around the school to help them settle in. Staff are looking forward to welcoming pupils on the school gate and in the yard at the beginning of the day to help pupils as they arrive.

With regards to Parentmail and dinner money accounts, pupils should bring some cash with them for the first and second day or alternatively, they may bring snacks and a packed lunch. Once pupils are enrolled, parents / carers will receive a Parentmail registration email within 24 hours.

Parents / Carers will also receive login details for Class Charts within the first few days of your child being enrolled.

## **September 2023 Key Dates**

- Monday 4<sup>th</sup> September – Staff Training Day (school closed to pupils)
- Tuesday 5<sup>th</sup> September – Pupils return to school (8:30am – 3:00pm)
- Tuesday 12<sup>th</sup> September – Year 7 Photograph Day
- Wednesday 13<sup>th</sup> September – Year 7 Building Resilience (Army) Day
- Tuesday 19<sup>th</sup> September, 5:30pm-7:00pm – Year 6 Open Evening
- Thursday 21<sup>st</sup> September, 5:30pm-6:00pm – Year 10 Work Experience Meeting (Parents / Carers and Pupils)
- Tuesday 26<sup>th</sup> September, Year 8 and Year 9 Photograph Day
- Friday 29<sup>th</sup> September, 9:30am-11:00am – Year 7 and Year 8 MacMillan World's Biggest Coffee Morning (Parents / Carers welcome event with fundraising for MacMillan)

## **Further Information**

We'd like to remind parents / carers that they are welcome to visit the academy at any time to take a learning walk. We'd be delighted to demonstrate how calm and purposeful the school is day by day.

As always, please do not hesitate to contact the academy if you have any questions or queries.

T: 01325 380815 / e: [enquiries@longfield.swiftacademies.org.uk](mailto:enquiries@longfield.swiftacademies.org.uk)

On a final note, I'd like to say what a privilege it is to lead such an amazing school with children who are a pleasure to know and who can achieve the results they deserve through dedication to their studies. We are proud to be able to support the children of our community, helping them to access their future life chances and aspirations.

Yours sincerely,

A handwritten signature in cursive script that reads "A Sweeten".

Mrs A. Sweeten  
Headteacher