

New Pupil 'Keep at Home' Starter Pack

Year 6 Transition Information for Parents / Carers - 2024 / 2025



Headteacher: Mrs A. Sweeten

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School Day Timings

(Please note, this can be subject to changes)

	Year 7	Year 8	Year 9	Year 10	Year 11					
Gates open 8.30										
08:30	Eased Entry	Eased Entry	Eased Entry	Eased Entry	Eased Entry					
08:45	Tutor	Tutor	Tutor	Tutor	Tutor					
09:15	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1					
10:15	Lesson 2 (Split Part 1)	Lesson 2 (Split Part 1)	Lesson 2	Lesson 2	Lesson 2					
10:20										
10:25										
10:30										
10:35										
10:40	Break	Break	Lesson 2	Lesson 2	Lesson 2					
10:45										
10:50										
10:55	Lesson 2 (Split Part 2)	Lesson 2 (Split Part 2)	Break	Break	Break					
11:00										
11:05										
11:10										
11:15										
11:20	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3					
11:25										
11:30										
12:30						Lesson 4 (Split Part 1)	Lesson 4	Lesson 4	Lunch	Lunch
12:35										
12:40										
12:45										
12:50										
12:55	Lunch	Lesson 4	Lesson 4	Lesson 4	Lesson 4					
13:00										
13:05										
13:10										
13:15										
13:20	Lesson 4 (Split Part 2)	Lunch	Lunch	Lesson 4	Lesson 4					
13:25										
13:30										
13:35										
13:40										
13:45	Lesson 5	Lesson 5	Lesson 5	Lesson 5	Lesson 5					
13:50										
13:55										
14:00										
15:00						Enrichment	Enrichment	Enrichment	Enrichment	Enrichment
15:45										

Longfield Academy Term Dates 2024 – 2025

School Closures Key = Bank Holiday ■ / School Holiday ■ / Staff Training Days ■ / Disaggregated Days ■

	AUGUST 2024	SEPTEMBER 2024	OCTOBER 2024	NOVEMBER 2024	DECEMBER 2024	JANUARY 2025
Monday	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27
Tuesday	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28
Wednesday	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29
Thursday	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30
Friday	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24 31
Saturday	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25
Sunday	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26

	FEBRUARY 2025	MARCH 2025	APRIL 2025	MAY 2025	JUNE 2025	JULY 2025
Monday	3 10 17 24	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28
Tuesday	4 11 18 25	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29
Wednesday	5 12 19 26	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25	2 9 16 23 30
Thursday	6 13 20 27	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 31
Friday	7 14 21 28	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27	4 11 18 25
Saturday	1 8 15 22	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26
Sunday	2 9 16 23	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27

Nut Allergies

Longfield Academy is a nut free school. The school catering team take great care to ensure that food prepared and cooked within the school kitchen does not contain nuts. In addition, Food Technology Teachers also operate a nut free policy within practical food lessons. Furthermore, staff and pupils are asked to observe the nut free rule when bringing snacks and/or lunch into school.

Disclaimer: Whilst every effort is made to maintain a nut free environment, products such as chocolate (which may have been manufactured / packaged within the same factory) are used / consumed on school premises.

Enrichment (Afterschool) Clubs

Our teachers offer a huge range of afterschool enrichment clubs for pupils to attend. The clubs can change from time to time, for example termly or seasonally. To take a look at what we currently have on offer, please visit [Longfield Academy - Enrichment Clubs](#) - please note, there are likely to be changes for the new academic year.

ParentMail, Biometrics and Dinner Money Top-Ups

At Longfield, pupils use a 'cashless catering' biometric system by scanning their finger to pay for any food they purchase at break and/or lunchtime. To add money to your child's account, you must register and create an account with ParentMail. A link will be sent to you via e-mail asking you to set up your account and register your bank card details – you may already have used this with your child's primary school.

Providing you have completed your child's application by the deadline, you should receive the ParentMail registration e-mail before the transition days. Alternatively, please provide your child with a small amount of cash each day to purchase their snacks / lunch.

To look at our current School Menu and pricing, please see the separate document provided.

Communication

We understand the importance of communication and we continually strive to find new and better ways of delivering information to our parents / carers. Our main method of communication is electronically using your email address. Therefore, to help us to communicate with parents / carers as quickly and efficiently as possible, we encourage you to provide an email address for at least one parent / carer on your child's application form and kindly ask that you check for emails regularly. If you do not currently have an email account, we'd be happy to help support you in creating one if required.



ParentMail is used for generic communication and payments, such as topping up your child's dinner money account or paying for an educational visit. [ParentMail - Parent Help](#)



Is our management information system. It's where we hold all of the registration and academic details for your child. Through SIMS, we can send you emails and/or letters and text messages with important information and updates. You do not need to sign up to this method of communication. We will automatically use the email address and mobile number you provided on your child's application form.



Class Charts is our behaviour monitoring system. It is where teachers / staff will award red and green clicks for behaviour and conduct, and it is also where detentions will be recorded. **Please note, we require parents / carers to check this daily as we do not send text messages regarding detentions.** [Class Charts Parent Guide](#)

SIMS (email and/or text) (Pupil Specific Information)	ParentMail (Payments)	Class Charts (Behaviour Information)
School letters (specific to your child)	Dinner Money top-ups	Class Charts is our behaviour monitoring system. It is where teachers / staff will award red and green clicks for behaviour and conduct, and it is also where detentions will be recorded.
Pupil reports / targets (specific to your child)	Trip payments	
Attendance notifications (You will receive a text message if your child is not present in school, and we do not have a recorded reason for their absence)	Miscellaneous payments such as revision books / tickets	
	Generic letters / messages	

EAL (English as an Additional Language)



For families whose first language is not English, we have developed a webpage of tools to assist you with communication. There is also a range of information regarding help & support. Please visit the EAL page on the school website by clicking our EAL logo (pictured left). For support with translation, please contact the school.

Website and Social Media

By visiting the school website, you will have access to information about our curriculum, parent letters, news and events, safeguarding, governance, our policies and more [Longfield Academy \(iniciacademies.org.uk\)](http://iniciacademies.org.uk)

We regularly update our social media pages with notifications, helpful information and guidance, and news stories. Find us on Facebook and Instagram.

Click to Follow us & join our community:



Behaviour Policy and Expectations

Choices – Allowing teachers to teach and children to learn:

The purpose of the system:

- To place the focus on the learning
- To place the emphasis on the positive
- To provide a consistent whole school approach to behaviour.
- To implement a system where negative behaviour choices has consequences, and positive behaviour results in praise.
- Responsibility for behaviour lies with them ... it is their choice.

It is important that all parents / carers access their child's Class Charts log to enable you to monitor the conduct in school. You will see the 'green' positive points as well as 'red' negative points, and if your child has received a sanction, monitoring Class Charts will help you understand why.

Detentions will be issued for the following day. It is the responsibility of the parent / carer to check Class Charts for detentions and full days in the Choices Room. We will not send a text home. Parent / carer login details will be issued when your child is enrolled at Longfield Academy.

School Policies

Please visit our policy section on the school website to view important and statutory policies: - [Longfield Academy - Policies](#)

School Uniform

We have recently made some small changes to our school uniform policy for September 2023. Please read the full policy by clicking on the following link: [School-Uniform-Policy](#)

Elizabeth Embroidery are our school uniform providers, they will host the pop-up uniform shops on transition evenings. For more information regarding this or any other Elizabeth Embroidery offer, please contact them directly on the number below.

For uniform enquiries and sales, please contact Elizabeth's Embroidery on T: (01642) 674973 or visit their on-line shop at: [Elizabets Schoolwear | Elizabets Embroidery](#)

Please note, payments for uniform are made directly to Elizabeth Embroidery. Prices are set by Elizabeth's Embroidery and the school has no influence over charges, nor does it receive any percentage of profit.

Disadvantaged Subsidy Information

If your annual household income is lower than £17,500.00 you may be eligible for financial assistance with the cost of uniform and school trips.

If your child is in receipt of Free School Meals, this will automatically mean they are entitled. A list of entitled pupils will be given to Elizabeth's Embroidery as soon as we receive the information from the Town Hall / Primary Schools to enable you to access this financial help.

Further Information

Further information about the school can be found on the school website www.longfield.inicioacademies.org.uk

Contact Us Via: Longfield Academy, Longfield Road, Darlington, DL3 0HT

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