

14th May 2024

Dear Parent / Carer,

Re: Year 7 Transition Information

Following my welcome letter dated the 28th of March 2024 (enclosed for ease), I'd like to thank you once again for choosing Longfield Academy. We look forward to welcoming Year 6 pupils during our three-day transition period **from Wednesday 26th June to Friday 28th June 2024**. During the transition days, pupils should arrive at the school gates at 8:15am each morning and line up in their form group (form name and colour will be communicated to parents / carers prior to the induction event on 20th June 2024) Each morning, form tutors will meet pupils and escort them to the main hall or their form room. Pupils will leave school via the pupil gates at 3:10pm on each of the transition days.

On Tuesday 3rd September (your child's first day with us) pupils should enter via the school gates at 8:25am where they will be met by their form tutors and escorted to assembly or their form room. From Wednesday 4th September, pupils should arrive via the school gates which open at 8:30am and make their way to their form room. The school gates are locked at 8:45am each morning and pupils are expected to be in their form room by this time. School finishes at 3:00pm with enrichments clubs being held from 3:00pm to 4:00pm, should your child wish to sign up for them once they start with us.

Prior to the transition days, Mr Ashcroft, Transition Coordinator will be visiting all primary schools to meet with your child and their Year 6 Teachers. The purpose of these visits is to gather information to ensure we meet your child's academic and welfare needs, and to plan effectively for the coming year. However, if you feel a supplementary visit or meeting is required to discuss your child's transition or SEND information, please contact the transition team via school reception on 01325 380815 or email enquiries@LFA.inicioacademies.org.uk

In the coming weeks, you will receive an e-mail from **Admissions+** our application form database. The email will invite you to create an account in order to complete your child's online application form. Once your account is created, you will have access to the paperwork that needs to be filled in for your child. This is due to be completed on or before **midnight on Sunday 9th June 2024**. Via this account, you will also have access to some key documentation including our school uniform policy and behaviour policy.

Enclosed with this letter is a helpful 'keep at home pack' and there is also a raft of information available on our website. The transition section [Longfield Academy \(inicioacademies.org.uk\)](http://Longfield Academy (inicioacademies.org.uk)) has lots of helpful information including frequently asked questions.

Headteacher: Mrs A. Sweeten

longfield.inicioacademies.org.uk

Longfield Road Darlington DL3 0HT

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In order to help you plan for the new school year, we would like to provide you with some key dates and information as below:

- **Sunday 9th June 2024** – Online application form to be completed on or before this date
- **Thursday 20th June 2024, 4.00pm to 6.00pm** – New Year 7 Induction Evening
- **Thursday 20th June 2024, 4.00pm to 6.00pm** – Quiet Pop-Uniform Shop for SEN pupils only
- **Wednesday 26th to Friday 28th June 2024, 8.15am to 3.10pm** – Transition Days
- **Wednesday 26th and Thursday 27th June 2023, 3.30pm to 5.30pm** – Pop-up Uniform Shop
- **Tuesday 3rd September 2024, 8.25am to 3.00pm** – First day of term
- **Tuesday 17th September 2024** – Year 7 Photograph Day
- **Friday 27th September 2024, 9.15am – 11am** – Year 7 and 8, Macmillan World's Biggest Coffee Morning – a community engagement event to raise funds for Macmillan Cancer Research, but also an excellent opportunity to meet some of the other Longfield families.

The annual 'New Year 7 Induction Evening' on **Thursday 20th June 2024**, is an important event in the transition calendar and we strongly encourage parents / carers and pupils to attend. The evening allows us to welcome our new pupils and families and offers you and your child the opportunity to familiarise yourselves with the school, classrooms and key staff to support transition. During the event, Mrs Sweeten, Headteacher will discuss all arrangements for the upcoming Transition Days and provide you with relevant information to enable you to support your child in a successful start.

School Uniform

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](#)

Our School Uniform Policy and other important policies can be found on our school website via the following link: [Longfield Academy - Policies](#)

Until the Induction Evening, we will continue to communicate with you, when necessary, via e-mail and social media.

We look forward to beginning our partnership with you and welcoming you at the Induction Evening on Thursday 20th June 2024. However, please don't hesitate to contact us at any time via school reception T: 01325 380815 / E: enquiries@lfa.inicioacademies.org.uk

Yours sincerely,



Mrs A Sweeten

Headteacher