

23rd May 2025

Dear Parent / Carer,

Re: Year 7 Transition Information

Following my welcome letter dated the 28th of March 2025 (this can be viewed by clicking: [Transition Communication](#)), 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 25th June to Friday 27th June 2025**. 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 19th June 2025). 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 2nd September (your child's first day with us) pupils should enter via the school gates at 8:15am where they will be met by their form tutors and escorted to assembly or their form room. From Wednesday 3rd September, pupils should arrive via the school gates which open at 8:15am and make their way to their form room. The school gates are locked at 8:30am 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, our Transition Team 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 T:01325 380815 or email enquiries@longfield.nalp.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 8th June 2025**.

Headteacher: Angela Sweeten

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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 - Transition](#) has lots of helpful information including frequently asked questions.

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 8th June 2025** – Completion deadline for your child's online application form
- **Thursday 19th June 2025, 4pm to 6pm** – New Year 7 Induction Evening
- **Wednesday 25th to Friday 27th June 2025, 8:15am to 3:10pm** – Transition Days
- **Wednesday 25th and Thursday 26th June 2025, 3:30pm to 5:30pm** – Pop-up Uniform Shop
- **Tuesday 2nd September 2025, 8:30am to 3pm** – First day of term

The annual 'New Year 7 Induction Evening' on **Thursday 19th June 2025**, 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

Motif8 are our new school uniform providers, they will host the pop-up uniform shops on day 1 and 2 of the transition evenings (see dates above). Once our online uniform shop is ready, we will send you information on how you can purchase uniform online.

Our current School Uniform Policy is available on our website. However, please note this is currently being updated to reflect our new uniform and new supplier. It will be updated in June. You can find policies on our website via: [Longfield Academy - Policies and Procedures](#)

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 19th June 2025. However, please don't hesitate to contact us at any time via school reception T: 01325 380815 / E: enquiries@longfield.nalp.org.uk

Yours sincerely,



Mrs A Sweeten

Headteacher