

17th June 2025

Dear Parent / Carer,

Re: Year 6 into 7 Transition Induction Evening, Form Groups and Transition Days

As the Year 7 Induction Evening approaches, we wanted to write to you with further details of how the evening will run, and the arrangements for your child's form group which I know both you and your child will be keen to find out.

Induction Evening - Thursday, 19th June 2025 from 4:00pm to 6:00pm

The evening will be delivered in two parts; a presentation at 4:05pm by Mrs Sweeten, Headteacher in the main hall, followed by Tutor Time with your child's Form Tutor and Form Group.

To get the very best from the evening, we recommend you attend both the presentation and the form tutor sessions as there will be different information delivered in both.

However, if you are unable to attend, we will share the presentations on the Transition section of our website following the event. [Longfield Academy - Transition](https://www.longfield.nalp.org.uk/transition)

The presentations will provide you with the majority of the information shared on the evening. If you have any questions after viewing these, please contact reception or the transition team on T: 01325 380815 / transition@longfield.nalp.org.uk

Form Groups

Form groups and tutor cards will be given out on arrival at the Induction Evening. If you are unable to attend, this will be sent to you following the event.

Transition Day Information

During the Induction Evening, you will be given lots of information to explain what the transition days will look like. However, just to confirm a few basics, the transition dates and times are: -

Wednesday 25th, Thursday 26th and Friday 27th June 2025 from 8:15am to 3:10pm

Pupils should arrive via the pupil gates each day where they will be led into the main hall for a welcome assembly or be escorted to their form room. At 3:10pm each day, pupils will leave the school via the pupil gates onto Longfield Road.

Headteacher: Angela Sweeten

[longfield.nalp.org.uk](https://www.longfield.nalp.org.uk)

📍 Longfield Road Darlington DL3 0HT

☎ 01325 380815 | 01325 380816 ✉ enquiries@longfield.nalp.org.uk

You will notice above that the school finishing time of 3:10pm is 10 minutes after the end of the normal school day. This is to allow the majority of other pupils to leave school first so that parents / carers of the new Year 7 pupils have the opportunity to speak with staff if they wish.

Dinner money top-up – Iris ParentMail

Prior to the transition days, we will be importing pupil data from the applications forms and generating the ParentMail registration emails. You will receive the registration email by Monday 23rd June 2025, and this will allow you to add funds to your child's account so they can buy food at break / lunch time. Please note, if your child is currently in receipt of Free School Meals, they will receive a free meal at lunchtime.

We look forward to welcoming you this Thursday. Should you have any questions regarding your child's transition, please contact the transition team on transition@longfield.nalp.org.uk / T: 01325 380815.

Yours sincerely,



Justin Tattersall

Assistant Headteacher and Transition Lead