

4<sup>th</sup> 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, 18<sup>th</sup> June 2026 from 4:00pm to 5:00pm**

The evening will be delivered in two parts; a presentation at 4:05pm by Mrs Sweeten – Headteacher & Mr Tattersall, Deputy 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](#)

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

**Form Groups**

Form groups and tutors are being finalised, and we'll write to you again before the Induction Evening. While we do consider friendship groups in consultation with primary schools, we cannot guarantee placements together. Form time only makes up a small part of the school day (just 45 minutes). Outside of this time, pupils will be in mixed classes - so actually, it's a great opportunity to make new friends.

**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 24<sup>th</sup> Thursday 25<sup>th</sup> and Friday 26<sup>th</sup> June 2025 from 8:15am to 3:10pm**

Headteacher: Angela Sweeten

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☎ 01325 380815 | 01325 380816 ✉ [enquiries@longfield.nalp.org.uk](mailto:enquiries@longfield.nalp.org.uk)

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.

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 22<sup>nd</sup> June 2026, and this will allow you to add funds to your child's account so they can buy food at break / lunch time. Alternatively, please provide your child with cash to purchase food / drink at break and lunch. The school menu and price list can be found here: [Longfield Academy School Menu & Price List](#)

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 on Thursday 18<sup>th</sup> June – it will be a busy evening and doors will open at 3:55pm. Should you have any questions regarding your child's transition, please contact the transition team on [transition@longfield.nalp.org.uk](mailto:transition@longfield.nalp.org.uk) / T: 01325 380815.

Yours sincerely,



Justin Tattersall

Deputy Headteacher and Transition Lead