



LongfieldAcademy

30th April 2018

Dear Parent/Carer

As part of the Transition Programme for your son/daughter to Longfield Academy, I have pleasure in enclosing our Transition Booklet that I hope will be of use to you and your child. I appreciate that you might be feeling overwhelmed by the amount of information that is being given to you, but we aim to make this process as swift, effortless and supportive as possible for you.

Included is an outline of the programme of events and procedures that will take place to ensure that your child's transition to Longfield Academy is a positive and successful experience. Please keep it in a safe place for your future reference and add the important dates on your calendar! You will also find this information on the Academy website [www.longfieldacademy.org/academylife/transitions.php](http://www.longfieldacademy.org/academylife/transitions.php)

Visits to primary schools by Longfield Academy staff will begin week commencing 21st May 2018, to enable us to meet with our new students. If your child is a single student transitioning from their primary school they will be invited to an additional event along with all other single transition students – details to follow at a later date.

The enclosed Transition Booklet includes information on the following:

**New Intake Evening**

This will take place on Monday 18<sup>th</sup> June 2018 at 6pm - 7.30pm for all New Year 7 students and their parents/carers. Seating in the Theatre is restricted and we would be grateful if you could limit your attendance to new student plus two.

**Mobile Device Scheme**

Information regarding this scheme will be provided at the New Intake Evening as above with a separate communication via letter.

**“Moving On, Growing Up”**

This meeting will take place on Tuesday 26<sup>th</sup> June 2018 for parents only. Please attend if this is your first child to make the transition to Longfield Academy. Parents with older siblings at the Academy may wish to join the event also. Please complete the reply slip, attached to the enclosed letter, indicating your intention to attend.

**Taster Day**

This will take place on Thursday 5<sup>th</sup> July 2018. All new students will follow a typical day of lessons, meet their Tutor and have the opportunity to meet their “Buddies”. Please refer to the letter in the booklet.

**School Clothing and PE Kit**

A comprehensive list of all the school clothing that your child will be required to wear whilst at Longfield Academy is included in the booklet. All of our uniform and PE kit is available, via online company, Brigade Clothing Ltd. There will be representatives from Brigade at Longfield Academy on New Intake Evening, where you can try on samples for sizing etc.

**Free School Meals**

The term “Free School Meals” refers to a meal that is provided to a child or young person during a school break that is paid for out of Government funding. For a child to qualify for a free school meal, their parent or carer must be receiving particular eligible benefits as stated by the Government. If you feel you are eligible to apply for Free School Meals for your child, please complete the application form online at [www.kent.gov.uk/education-and-children/schools/free-school-meals](http://www.kent.gov.uk/education-and-children/schools/free-school-meals) or download and return it to Kent County Council at the address stated at the bottom of the form and NOT to Longfield Academy.

Transition to Longfield Academy 2018

### **Home to School Transport - current bus timetable included in the booklet**

Students travel to the Academy using a range of methods including:

- *Walking* - please enter the site using the pedestrian gate by Reception.
- *Transport* - Bus timetable attached in booklet and details below.
- *Taxi* - disabled drop-off points marked in car park.
- *Cycle* - please inform Reception if you use the bicycle shelter provided at the front of the Academy

The current bus timetable details the number/name of the service and the provider of the service, it also details the pick-up point and time. Passengers wishing to use these services can do so by purchasing a Young Persons Travel Pass from Kent County Council. Applications are accepted for children starting secondary school in September 2018 from June 2018. Parents will be able to apply online at [www.kent.gov.uk/roads-and-travel/school-transport/young-persons-travel-pass](http://www.kent.gov.uk/roads-and-travel/school-transport/young-persons-travel-pass) from June 2018 or they can download a form from the website, also from June 2018. As noted at the bottom of the timetable, any student travelling from Bean needs to apply for Home to School Transport by completing FORMT1A which is available from Longfield Academy or online at [www.kent.gov.uk](http://www.kent.gov.uk). We advise parents/carers to apply for their Young Persons Travel Pass as soon as possible, to avoid disappointment in September.

Please note that Longfield Academy does not control or lead the transport, if you have any enquiries or concerns please contact Kent at the above contact details.

### **Biometrics / ParentPay**

Longfield Academy uses a biometric image access system to register students, as well as a cashless system for our in-school catering service. Please see enclosed letters for further information.

### **Admission Form - enclosed**

All schools are required by law to keep on record details of children admitted; we would therefore be grateful if you would complete this form and return it to the Reception at the above address as soon as possible. A copy of your child's birth certificate should be presented at the same time.

### **Newsletter**

The Academy's newsletter is available to all parents/carers at the end of each term (six per annum) on the Academy website. It is packed full of interesting things that have taken place in the Academy including trips, awards and exciting events that make up life at Longfield Academy for students.

We encourage you to take time with your son/daughter to visit the website - [www.longfieldacademy.org](http://www.longfieldacademy.org)

All correspondence, once your son/daughter starts at Longfield Academy, will be via email and text message. It is, therefore, vitally important to inform us of any changes to your contact details.

We look forward to working in partnership with you in the future and seeing you at the transition events when you will have the opportunity to meet key staff, tour the academy and take part in a range of activities.

Yours faithfully



Mr Jake Stone  
**Assistant Head of College & Transition**