



Newfield School
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Headteacher: Mrs Emma Anderson
Chair of Governors: Mr Bill Hilton

Our ref: EA/EB

13 May 2024

Dear Parents and Carers

TRANSITION TO NEWFIELD SCHOOL

It gives me great pleasure to welcome you and your child to Newfield School. I hope you are looking forward to this next stage in your child's education and I am really glad that you have chosen Newfield School. By joining our community, you share our values and ethos of the school and our commitment to our young people. I want all our students to feel a sense of real success so that their achievements lead to opportunity and choice later in life. We are excited to start working with our new group of students and know that they will be great ambassadors for our school as they exemplify our values around curiosity, consideration and commitment.

All our work is underpinned by our values which are;

- We are high performing because we are curious and have a thirst for knowledge
- We are considerate and value our community
- We succeed through commitment and relentless ambition

Our partnership is very important, and we expect our families to work with school positively so that we best meet the needs of our students. Please find enclosed our Pledge, which outlines our joint expectations. This is a big change for your child and our transition process is designed to regularly touch base, keep you informed and get Newfield ready! We understand that this move affects different children in different ways and so we make sure we tailor our programme to meet the needs of our new cohort.

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Transition July 2024

We are now starting our transition programme and have several events, information and communication planned so that you feel reassured and ready for this next step. Our staff are currently in the process of meeting with your child's teachers to share key information and ensure we have the necessary support in place if needed.

The following will take place over the next couple of months:

- Weekly letter from several key staff to introduce themselves and give you some information about our school
- Transition Information Booklet – everything you need to know before you start Newfield School
- School website dedicated Transition page – key information which is regularly updated
- Primary School Visits – Newfield Staff talk to students in their primary school
- **Transition Days at Newfield School – Wednesday 3 and Thursday 4 July 2024 - 8.25am to 2.45pm (we will remind you about this nearer the time)**
- Parent Information Evening – Wednesday 3 July 2024 - 5.00pm to 7.00pm
- Term starts for Year 7 (all day) and Year 8 (pm only) on Tuesday 3 September 2024

The following staff make up our transition team. They are available if you have any queries or concerns. Please do not hesitate to get in touch.

Name	School Role	Email Address
Mr Marriott	Director of Year 7 and Year 8	omarriott@newfield.sheffield.sch.uk
Mrs Otley	Head of Year 7	motley@newfield.sheffield.sch.uk
Mrs Goss	Student Services Manager	agoss@newfield.sheffield.sch.uk
Miss Tuffin	SENDCO	htuffin@newfield.sheffield.sch.uk
Ms Hall	SEND Manager	chall@newfield.sheffield.sch.uk
Mr Jenkinson	Deputy Headteacher	cjenkinson@newfield.sheffield.sch.uk
Enquiries		enquiries@newfield.sheffield.sch.uk

All our communication to parents (letters, messages) is via the Edulink app. The Edulink system allows you to access and update essential information about your child and receive school communications. Please find enclosed your Edulink login details. A letter with your password will follow shortly. If you are having problems with this system, please contact our Data Manager, Mr Loxley at mloxley@newfield.sheffield.sch.uk

Please ensure you update your information on Edulink as soon as possible so the records we hold about your child are accurate.

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September 2024

I would like to outline the start of term in September and key information so that you feel prepared for this next step. I want to reassure you that we will give our new Year 7 students some dedicated time in September to get their bearings and start to feel like Newfield is their school. Please make a note of this important information about the start of term.

Monday 2 September

School closed – staff training day.

Tuesday 3 September

Year 7 (all day) & Year 8 (pm only)

All Year 7 should arrive at school by 8.15am for an 8:20am start

Year 7 Students

Staff will be on hand to show students where to go. Students will meet in the Dining Hall and then go to their form room with their Form Tutor. There will be various activities and information sessions during the day. These will be reiterated and explained again throughout the week, so do not worry if some information is forgotten.

School finishes at 2:50pm.

Please make sure you have made arrangements for your child to get to and from school and remember that if they have older siblings in Years 9 to 11, they will not be in school on Tuesday.

All students should be in full school uniform and have a school bag big enough to carry school books in every day. All students are expected to have the following:

- A School Planner (we provide this at the beginning of the year)
- A Pencil Case (2 black pens, purple pen, ruler and pencil)
- A Scientific Calculator
- A Reading Book

In order for all our students to be ready for school, we are providing every student with a pencil case with a small amount of stationery as listed above and their first reading book. This will be given out on the morning of Tuesday 3 September. Any further equipment needed throughout the year will need to be provided/replaced by you. Students may bring in their own reading book or alternatively can borrow one from the School Library.

Students must have their planner and equipment every day. They show this to staff in the morning as they are greeted at the front door.

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School Meals and ParentPay

Newfield School uses ParentPay, which is an online system you can use to make cashless payments for school trips, school meals and other purchases. This secure system will enable you to pay online using a debit or credit card. Your ParentPay login details will be sent out shortly

Alternatively, your child can bring money to put into their account using the payment machines in school and we will show them how to do this. Please note that the canteen does not take any monies at the tills. Payment is made at the till by using your child's fingerprint biometrics. Please ensure you refer to the Edulink login detail letter to see how to update your child's consent for fingerprint biometrics, etc.

Otherwise, your child will need to bring a packed lunch and snacks for break time. Students will be able to buy snacks from the dining room at break time if they wish to do so.

We will know if your child is eligible for Free School Meals. If your child is entitled to Free School Meals they can purchase food items up to the value of £2.54 each day. However, please note that if students spend most of this allowance at break time **then they will not have enough to purchase lunch**. You can of course add money to your child's ParentPay account to top up their entitlement.

From Wednesday 4 September

Students to arrive at school for 8.15am. School starts at 8:20am and finishes at 2:50pm.

Students will go straight to their form room (staff will be on hand to help). They will start their timetabled lessons after form period so that they can meet their new teachers. Other year groups will be starting at different times on Wednesday 4 September. All students will be in their normal routine on Thursday 5 September.

We will dismiss Year 7 students a little earlier than the rest of the school to allow time to get to lunch, or to leave the building at the end of the day.

When students have a PE lesson they must come to school in their PE kit. This is to avoid the crowded use of the changing rooms and maximise lesson time.

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It is a good idea to have the timetable to hand at home so that you can help with organisation. Your child is likely to need some support from you to check they have everything they need for school and to be understanding when they come home from school rather tired! They will quickly pick up their new routine though and settle into life at Newfield School. Remember we have a dedicated team of staff to help you and your child and if you have any queries, please contact the enquiries email, stating your child's full name, and we will get back to you.

We are very much looking forward to helping your child develop their character as part of the Newfield way; being curious, considerate and committed in this next phase of their education.

Yours faithfully



Emma Anderson
Headteacher