



Newfield School  
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Our ref: EA/EB

**Headteacher:** Mrs Emma Anderson  
**Chair of Governors:** Mr Bill Hilton

8 July 2024

Dear Parents and Carers

### **Welcome to Our New Y7 Students and Families**

I hope this finds you all well and that you are looking forward to starting here at Newfield in September. We thoroughly enjoyed our time together during the Transition Days and are looking forward to this new Y7 group joining the Newfield Community.

At Newfield we believe that achievement in all its forms leads to opportunity and choice, and so we are really 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.

I would like to outline the start of term and key information so that you feel prepared for this next step. I want to reassure you that we will give our new Y7 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**

##### **Y7 only**

All Y7 students should arrive at school by 8.15am for an 8:20am start

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## Y7 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.

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 (black pen, purple pen, ruler, pencil, rubber)
- 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 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 and carry it from lesson to lesson, to ensure a prompt start to learning.

If your child wants to have a school dinner, they will need to bring enough money for this (£3.00 to £3.50 for lunch). We will show them how we use the cashless catering system and how to put money into their account using the payment machines in school. Alternatively, payments can be made directly to your child's ParentPay account online using a credit or debit card. We will know if your child is eligible for Free School Meals. 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.

If your child is entitled to Free School Meals, they are able to purchase food items up to the value of £2.88. However, please note that if students spend the majority 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

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Students will go straight to the dining hall (staff will be on hand to help) where they will start the day in line-up, to hear encouraging messages to help them to make a positive start on their day. They will start their timetabled lessons after their character development sessions, so that they can meet their new teachers. Other year groups will also be starting at 8.20am.

We will dismiss Y7 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.

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.

### Key Staff

Head of Year	Mrs Otley
Director of Year 7 and Year 8	Mr Marriott
Student Services Manager	Ms Goss
SEND Manger	Ms Hall
SENDCO	Miss Tuffin
Deputy Head	Mr Jenkinson

Our enquiries email address is: [enquiries@newfield.sheffield.sch.uk](mailto:enquiries@newfield.sheffield.sch.uk)

All our communication to parents (letters, messages) is via the EduLink app. You will have had information about how to log on to this system. If you are having problems with this system, please contact our Data Manager, Mr Loxley at [mloxley@newfield.sheffield.sch.uk](mailto:mloxley@newfield.sheffield.sch.uk)

You should have received your ParentPay login details, however, if you have any queries regarding ParentPay, please email [officemanager@newfield.sheffield.sch.uk](mailto:officemanager@newfield.sheffield.sch.uk)

In the meantime, I hope you have a lovely summer break. I am really looking forward to working with you and your child your very soon.

Yours faithfully



**Emma Anderson**  
**Headteacher**