



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

Our ref: OM/AG/EB

18 July 2024

Dear Parents and Carers

It has been fantastic to see all of our 'soon to be' Year 7 students during our transition days. We are really looking forward to welcoming students on Tuesday 3 September, in full school uniform, as they begin their journey as part of the Newfield School family. Students should arrive by 8:20am through the student entrance and will finish at 2:50pm.

I would like to introduce our Student Services Team. Student Services deal with a whole range of things including;

- Attendance
- Planners
- Equipment (pencil cases, pens, pencils, rubbers, rulers - these can be purchased in Student Services)
- Uniform
- Medical Conditions
- First Aid
- Behaviour Administration

There are five members of staff in the Student Services team and each member of the team has a message for our new students;

**Mrs Goss – Student Services Manager**

'Hello everyone. I am really looking forward to meeting you all. Don't forget to come and say hello in September'. Have a fabulous Summer and we will see you all soon!'

**Miss Beaumont – Inclusion Support Administrator**

'Hi everybody. I can't wait to welcome you to Newfield. I am looking forward to going on the Monsal Trail walk with you'

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**Miss Smith – Receptionist**

‘Hello Year 6...nearly Year 7. I hope you all have a great Summer. We are very excited to see you in September’

**Miss Crabtree – Attendance Support Officer**

‘Hello! I am your Attendance Officer. I will be working with your parents and carers to ensure you are in school every day.

**Miss Watkinson – Attendance Support Officer**

‘Hello everyone. I am the Attendance Officer for Years 8 and Year 9. I hope you all have a good break to support being ready to start your first day as Year 7 at Newfield School’.

At Newfield School we highly value school attendance. Data supports the link between attendance and academic achievement with students needing to attend school in order for them to get the best grades. Good attendance is not only essential for academic achievement, but also helps students to develop social skills, build positive relationships with teachers and peers and establish healthy habits and skills for living a great life.

As your child goes into Year 7 we will be writing to you to offer guidance as to how to support your child’s attendance right through to their GCSE examinations. As we are sure you are aware, students with the highest attainment at the end of Key Stage 4 have high rates of attendance compared to those with the lowest attainment.

As a school, we want to support our parents and carers. If you would like to contact us to discuss your child’s attendance and how we can support your child in school please do so using the following contact details:

|                          |               |  |
|--------------------------|---------------|--|
| Student Services Manager | Mrs Goss      | <a href="mailto:agoss@newfield.sheffield.sch.uk">agoss@newfield.sheffield.sch.uk</a>           |
| Y7 Attendance Officer    | Miss Crabtree | <a href="mailto:c crabtree@newfield.sheffield.sch.uk">c crabtree@newfield.sheffield.sch.uk</a> |
| Head of Y7               | Mrs Otley     | <a href="mailto:motley@newfield.sheffield.sch.uk">motley@newfield.sheffield.sch.uk</a>         |

A copy of our Attendance Policy can be found on the school website at: [www.newfield.sheffield.sch.uk](http://www.newfield.sheffield.sch.uk)

I would also like to remind you that students require parental consent have their fingerprint taken on their first day with us to enable them to use our cashless system to pay for food in our canteen. You can provide this consent by logging into Edulink and updating your child’s consents. If you are unable to do this, please email [officemanager@newfield.sheffield.sch.uk](mailto:officemanager@newfield.sheffield.sch.uk) stating your child’s name and that you give consent for their fingerprint to be taken. Students can bring £2.90 to £3.00 which would cover a meal deal for lunch, to put onto their account using machines in school, (staff will demonstrate how to use these) or money can be added to their account via ParentPay prior to their first day. Should students wish to buy a snack at break, they would need more money to put onto their account, with snacks ranging in price from 50p to £1.60. Cash cannot be used to purchase food at the tills.

I hope you have a relaxing summer and look forward to seeing you in September.

Yours faithfully



**Mrs A Goss**  
**Student Services Manager**