



April 2024

Dear Parents & Carers

I would like to introduce myself: my name is Laurence Holden and I will be the Head of Year for your child from September 2024 and will be heading up the Transition Team within the College, supported by Mike Pooley (Assistant Headteacher), Elaine Burgess (SENDSCO) and Darren Crozier (Pastoral Manager).

The transition process from primary school to Heathfield Community College involves several stages:

1. Visits to Primary Schools

We will begin visiting our feeder primary schools over the next few weeks. These visits are informal sessions where we will meet the students for the first time, spend time with the teacher, allow the students to ask questions to find out more about the College and get to know some of our staff. During this time the students will take part in an interactive session focusing on what they are looking forward to and excited about as well as any concerns they may have about when they join Heathfield Community College in September.

2. Taster Days

We are running two taster days in the summer term: Thursday 27 June and Tuesday 2 July 2024. There is a list at the end of this letter showing which day students from your child's school are invited to attend (please note that we have consulted with your child's primary school regarding the day allocated).

All students should wear their normal school uniform. Students should arrive at **Heathfield Community College Main Field (not the main College Reception)**, no earlier than 9.00am and no later than 9.15am, where they will be met and escorted to the Main Hall. Student Leaders will be with your child throughout the day as they travel around the College to their lessons and will answer any questions they may have. Please arrange for your child to be collected by **2.15pm** from the **Leisure Centre** main entrance. Unfortunately, we **are not able** to accommodate Year 6 students waiting until the end of our school day at 3.05pm to be met by older siblings currently at the College. Please see the map below for drop off and pick up points.



Distinguished School

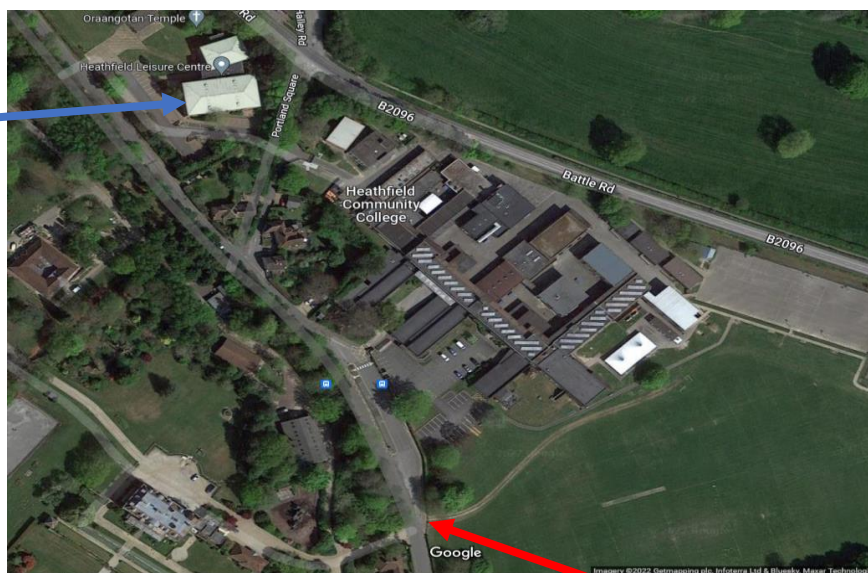


Tel: (01435) 866066 e-mail: office@heathfieldcc.co.uk

Cade Street, Heathfield, East Sussex, TN21 8RJ Website: www.heathfieldcc.co.uk

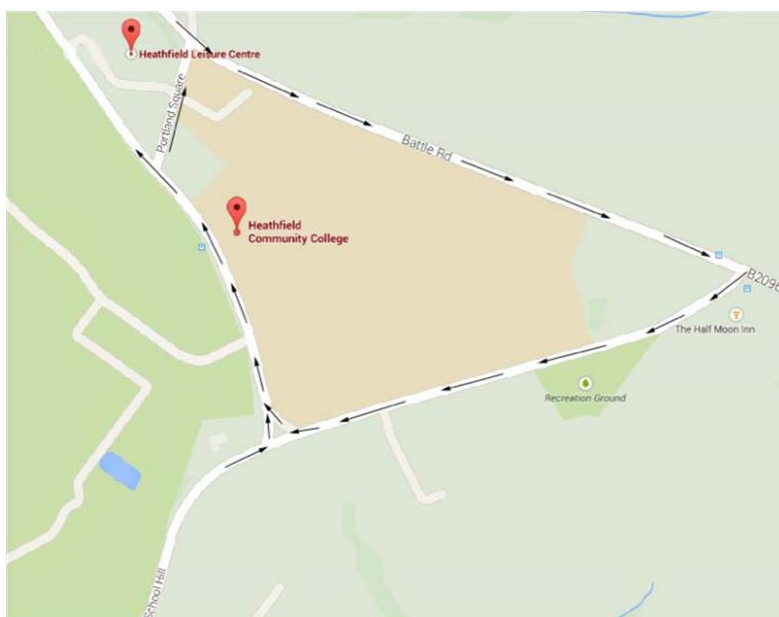
Headteacher: Ms Caroline Barlow B.A. (Hons)

Pick Up Point
(Freedom Leisure
Centre) at 2.15pm



Drop Off Point
(Heathfield CC Main Field)
between 9am and 9.15am

We ask that you follow the voluntary one-way system (see map below) to avoid congestion when bringing and collecting your child. This should also be used when students start in September as it significantly helps traffic to flow.



The Taster Day allows students to experience what it will be like to move between classrooms and to be taught a variety of subjects by different teachers. Students will need to bring with them their normal writing equipment.

A free drink and biscuit will be provided at morning break. At lunchtime your child can bring a packed lunch or buy food with cash from the outside SnackShack which is next to our Canopy. A Meal Deal (main meal and dessert) currently costs £2.60 (main meal only is £2.25) and drinks cost from 87p although free water is available if your child brings a water bottle. A menu and tariff for Year 6 students will be available nearer the time.

3. Transition Conversations

We run a series of Zoom or telephone “Conversations” for parents/carers after school in May and June. These will be 10-minute slots with myself if you feel you need an opportunity to discuss specific issues you may have involving the transition process - these are **not** compulsory. Appointments can be made by emailing Carolyn Abbott at transition@heathfieldcc.co.uk. Alternatively, if you have a question that you would like answering by email, please feel free to email Carolyn at this email address.

Transition Conversation appointments will be available from 3.20pm - 4.30pm (last appointment 4.20pm) on the following dates:

1. Thursday 16 May
2. Thursday 23 May
3. Tuesday 4 June

4. Medical

If you have any concerns regarding medical needs for your child during the taster days or in September, please email Katharine Baseley at kbaseley@heathfieldcc.co.uk with brief details and someone will give you a call to discuss these needs.

5. Tutor Groups

Sorting over 240 students into tutor groups is a very difficult task. We always try to conduct this in the fairest manner possible.

Please provide us with the names of three students your child would like to be in a tutor group with **no later than Wednesday 22 May 2024** by [clicking on this link](#). The students do not have to be from your child’s current primary school.

Students are allocated to tutor groups on the basis of friendships and ability in conjunction with information received from primary schools. It should be noted that although we will do our best to ensure students are placed with friends, we cannot make any guarantees.

Please **DO NOT** put down preferences out of the three names.

Please remember that Heathfield Community College will provide a wealth of opportunity for your child to make many new friends, not only during the taster day, but also through events planned within the first few weeks. Information will follow in September about wider curricular clubs which always provide great opportunities to get to know like-minded students from other schools while taking part in the various clubs on offer.

6. Parental Handbook

A Parent Handbook will be available on the College website from the end of June and contains detailed information about every aspect of Heathfield Community College. This proves a useful tool in assisting you and your child with their transition to Heathfield Community College. We would strongly recommend spending time going through this document with your child.

7. Transport

If you need to check whether you are eligible for free transport, please contact the Admissions and Transport Team at County Hall (please click [here](#) for current contact details). If you require any other information regarding transport to the College, please email Carolyn Abbott at transition@heathfieldcc.co.uk with your query and she will arrange for someone to make contact with you.

8. Languages at Heathfield

Languages on offer to students at Key Stage 3 are French or Spanish. If you have a preference for which language you would like your child to study, please email Carolyn Abbott via transition@heathfieldcc.co.uk no later than Wednesday 22 May 2024 explaining why you feel your child needs to study a specific language. We will endeavour to meet these requests, however, for logistical reasons, based on student numbers and friendship requests, we cannot guarantee that we can do this.

9. Digital Curriculum

The College operates a leading-edge digital curriculum from Year 7. In addition to traditional learning resources, students will access the curriculum and produce materials with the aid of an Apple iPad. Information on the Digital Curriculum scheme, including an overview of the scheme, the parent payment contributions and FAQs will be sent to you separately. This will contain guidance on how to register to join the Digital Learning Scheme for September 2024.

10. Uniform

College uniform is available from [Broadbridges](#), our supplier. The uniform requirements can be found in our [Uniform Policy](#) and examples of footwear on the College website, via '[Parents](#)' in the menu bar, then '[Uniform](#)'.

We also have pop-up shops for pre-loved uniform which is run by the Supporters of Heathfield Community College (SOHCC) who have a Facebook page: [\(20+\) Heathfield CC Preloved Uniform by SOHCC | Heathfield | Facebook](#). Further details about sales of pre-loved uniform will be sent to you but also published on our [Facebook](#) page or the SOHCC page above.

11. Welcome Evening

On Thursday 4 July 2024 at 6.00pm we will have a Welcome Evening for you and your child to attend. This is a very important evening in the process of preparing for the new year and will be an opportunity for you to hear from senior staff, including vital information relating to the start of term and most importantly meet the form tutor who will be the main point of contact for you and your child in preparation for September.

12. Cashless Catering

Unfortunately, there was an error with the Cashless Catering section of our Admission Form. Please could we ask you to [click here](#) to let us know whether or not you give permission for your child to use Cashless Catering.

I very much look forward to meeting your child and to welcome them to the College community.

Yours sincerely



LAURENCE HOLDEN
Head of Year

Thursday 27 June 2024	Tuesday 2 July 2024
Feeder Primary Schools	Feeder Primary Schools
<p style="text-align: center;">ASSR Five Ashes Herstmonceux Mayfield Punnetts Town</p>	<p style="text-align: center;">Burwash Cross-in-Hand Dallington Maynards Green Parkside Frewen Blackboys</p>
Non-Feeder Primary Schools	
<p style="text-align: center;">Burfield Chiddingly Grovelands Harlands Hawkes Farm Hellingly Hurst Green Langley Laughton Park Mead Polegate Rotherfield Salehurst St Mark's Skinners Kent Skippers Hill Stonegate Vinehall Wadhurst</p>	