

April 2026

Dear Parents and Carers

I would like to introduce myself: my name is **Jodie Adams**, and I am delighted to be the Head of Year for your child starting in September 2026.

I will be leading the Transition Team here at the College, supported by **Mike Pooley** (Assistant Headteacher), **Elaine Burgess** (SEND/CO), and **Yvonne Collinge** (Pastoral Manager). We understand that moving to secondary school is a big milestone, and our goal is to make this transition as smooth and exciting as possible.

The transition process involves several stages:

1. Visits to Primary Schools

Over the next few weeks, we will begin visiting our feeder primary schools in addition to two of our larger 'out of catchment' schools. These are informal sessions designed to:

- **Meet the students** for the first time in a familiar environment.
- **Consult with teachers** to understand how we can best support each child.
- **Host interactive Q&A sessions** where students can share what they are excited about or discuss any worries they may have.

2. Taster Days

We are hosting two Taster Days in the summer term to give students a real feel for life at the College. Your child is invited to attend on the date allocated to their specific primary school (please see the list at the end of this letter).

- **Dates:** Thursday 25 June or Tuesday 30 June 2026.
- **Dress Code:** Normal primary school uniform.
- **Arrival:** Please arrive at the Main Field (not the Main Reception) between 9:00 am and 9:15 am. Students will be met by our Student Leaders and escorted to the Main Hall.
- **The Day:** Students will attend lessons and explore the College, guided by our Student Leaders who will be on hand to answer questions throughout the day.
- **Collection:** Please arrange to collect your child at 2:15 pm from the Leisure Centre main entrance.
- **Important Note:** We are unfortunately unable to accommodate Year 6 students waiting until the end of the College day (3:05 pm) to be met by older siblings. Please ensure prompt collection at 2:15 pm.



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)

using cash (**please note cash is for Taster Day only**. The normal cashless catering payment system will be set up for you in September).

- **Pricing:** A "Meal Deal" (main meal and dessert) currently costs £2.90, or a main meal alone is £2.45. Drinks start from 95p.
- **Hydration:** Free water is always available; please encourage your child to bring a refillable water bottle.

You can view sample menus and current tariffs on our website here: [Heathfield CC Menus](#). A specific Taster Day menu will be shared closer to the date.

3. Transition Conversations

We understand that some transitions require a little more individual attention. In May and June, we will host a series of optional 10-minute "Transition Conversations" via Zoom or telephone.

These slots are intended for parents and carers who need to discuss specific, significant issues regarding the move to secondary school that go beyond general "first-day nerves." To book an appointment: Please email Carolyn Abbott at transition@heathfieldcc.co.uk.

If you have a minor question or a quick concern, feel free to email Carolyn at the address above for a speedier response.

Transition Conversation appointments will be available from 3.15pm - 4.30pm (last appointment 4.15pm) on the following dates:

- Tuesday 19 May
- Wednesday 3 June
- Tuesday 9 June

4. Medical Needs

If you have concerns regarding your child's medical needs for the taster day or their start in September, please email our Welfare Officer, Katharine Baseley, at kbaseley@heathfieldcc.co.uk with brief details. A member of the team will call you to discuss these requirements.

5. Tutor Groups & Friendships

Organising over 240 students into tutor groups is a complex task, and we aim to be as fair as possible. To assist us, please complete our Tutor Group Form [here](#) by Wednesday 20 May 2026. **Even if your child does not know anyone you will need to complete the form with 'not applicable'.**

Key Reminders for the Form

- **Choose Three Names:** You need to provide three students your child would like to be with. They don't have to be from the same primary school.
- **No Ranking:** Please do not list them in order of preference. We treat all three names with equal weight.
- **The "Clean Slate" Rule:** Do not assume the primary school has passed on specific social or personal information. If there is vital information you think we might need, use the "additional information" box at the end of the form.
- **No Guarantees:** While we try our best to match friends, we use a mix of friendship requests, academic ability and primary school data to create balanced groups.
- **Deadlines:** Information received after 20 May cannot be taken into account.

At Heathfield Community College, your child will have plenty of opportunities to make new friends - not just on the taster day, but also through the fun events planned in the first few weeks.

We will share more information in September about our wide range of extracurricular clubs. These are a great way for students to meet others with similar interests, including those from different schools, while enjoying all the activities on offer.

6. Parent Handbook - Year 7 September 2026

This will be available on the College website from the end of June, this handbook covers every aspect of life at Heathfield. We strongly recommend sitting down with your child to go through this document together.

7. Transport

To check eligibility for free transport, please contact the Admissions and Transport Team at County Hall (please click [here](#) for current contact details). For any other transport queries, email Carolyn Abbott at transition@heathfieldcc.co.uk.

8. Languages at Heathfield

Students study either French or Spanish at Key Stage 3. If you have a specific preference for your child, please email transition@heathfieldcc.co.uk by Wednesday 20 May 2026 explaining your reasoning. While we will try our best, we cannot guarantee specific placements due to the timetable and friendship groupings.

9. Digital Curriculum

We operate a leading-edge digital curriculum where students use an Apple iPad alongside traditional resources. You will receive a separate information pack in June regarding the Digital Learning Scheme, including payment contributions and registration details.

10. Uniform

New: Available from our supplier, [Broadbridges](#). Please check our [Uniform Policy](#) and other information under the 'Parents' menu on our website.

Pre-loved: The Supporters of Heathfield Community College (SOHCC) run pop-up shops. Further details of these will be sent to you but you can also find updates on their [Facebook](#) page.

11. Welcome Evening

We are delighted to invite you and your child to our Welcome Evening on **Thursday 2 July 2026 at 5:00pm**. This is a great opportunity to start getting ready for the new school year in a relaxed and welcoming setting. You'll hear from senior staff, pick up key information about the start of term, and—most importantly—meet your child's form tutor, who will be your main point of contact as you prepare for September.

I am very much looking forward to meeting your child and welcoming them into our College community.

Yours sincerely



MS J ADAMS
Head of Year

Key Dates & Deadlines

Date	Event / Action	Action Required
Wed 20 May 2026	Tutor Group Form	Submit 3 friendship names via the following link even if your child does not know anyone: https://docs.google.com/forms/d/e/1FAIpQLSdA8ZGwJjK1uptdbZMYbMx572ZRv0Pasod8k97DJvKZVCwa-w/viewform?usp=header
Wed 20 May 2026	Language Preference	Email transition@heathfieldcc.co.uk .
May & June 2026	Transition Conversations	Optional 10-minute 1-to-1 appointments.
Late June 2026	Parent Handbook	Available to download from the College website.
Thu 25 or Tue 30 June	Student Taster Days	Drop off 9:00am; Pick up 2:15pm sharp.
Thu 2 July 2026	Welcome Evening	5:00 pm start - Meet your child's Form Tutor.

TASTER DAYS 2026	
Thursday 25 June 2026	Tuesday 30 June 2026
Buxted Chiddingly Cross in Hand Etchingam Hailsham Primary Academy Herstmonceux Mark Cross Parkmead Parkside Punnetts Town Sacred Heart St Marks Skippers Wadhurst	ASSR Burwash Dallington Five Ashes Grovelands Hawkes Farm Hellingly Lagney Mayfield Maynards Green Ninfield Rotherfield Southborough