



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** (SENDCO), 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. Contact with Primary School

We will make contact with your child's current primary school in the next few weeks.

### 2. Invitation to Heathfield

We would like to invite your child to come to the College on **Thursday 11 June 2026, from 4:00pm to 5:00pm**. This will be a great chance for them to meet some new friends and get to know our team before the big move in September – especially if they're coming from a smaller school or are the only one joining us from their current class. While the students are in the Main Hall sharing what they're excited about (or maybe a bit nervous) over a drink and a biscuit, you're more than welcome to grab a tea or coffee under the canopy next door. If your child can make it, just click the link [here](#) to let us know.

### 3. 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.



Distinguished School



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

Cade Street, Heathfield, East Sussex, TN21 8RJ Website: [www.heathfieldcc.co.uk](http://www.heathfieldcc.co.uk)

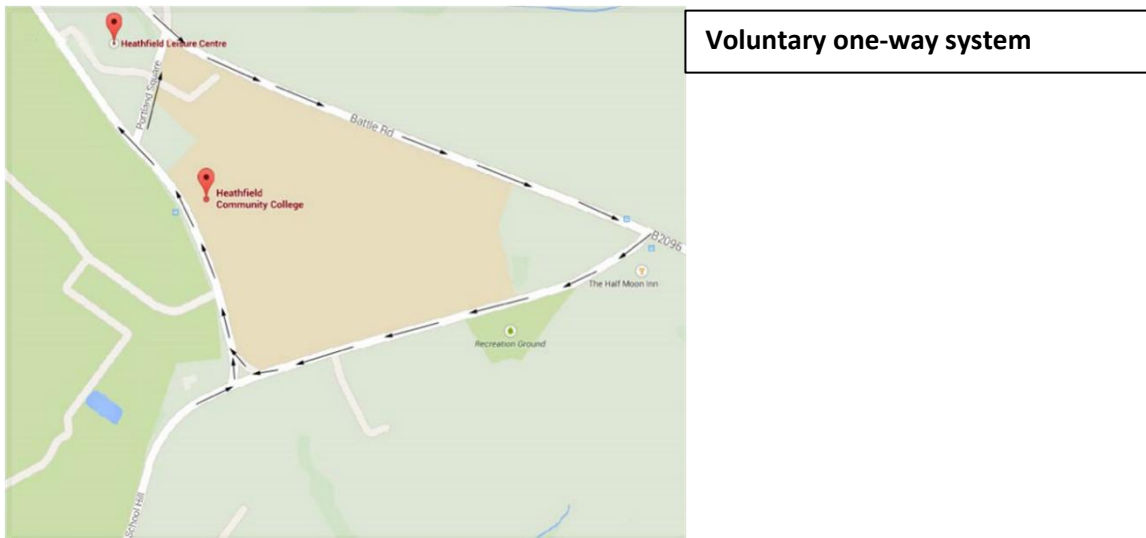
Headteacher: Ms Caroline Barlow B.A. (Hons)

- **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.

Please refer to the map below for specific drop-off and pick-up locations. We are very much looking forward to meeting the class of 2026!

## Logistics & The School Day

**Travel and Traffic:** To help everyone get in and out safely, we ask that you follow our **voluntary one-way system** (see map below) for both drop-off and collection. This system significantly improves traffic flow and will be the standard procedure when students officially start in September.



**Pick Up Point**  
(Leisure Centre)  
at 2.15pm



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

**Equipment and Lessons:** The Taster Day is a fantastic opportunity for students to experience moving between classrooms and learning various subjects with different teachers. Please ensure your child brings their **normal writing equipment** for the day.

**Food and Drink:** We want to make sure everyone stays energised!

- **Break time:** A free drink and biscuit will be provided.
- **Lunchtime:** Students can bring a packed lunch or purchase food from the canteen 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.

#### 4. 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" on-line 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](mailto: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

#### 5. 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](mailto:kbaseley@heathfieldcc.co.uk) with brief details. A member of the team will call you to discuss these requirements.

#### 6. 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. 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 a reason you want your child to be with someone, or have any other 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'll 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.

### **7. 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.

### **8. Transport**

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

### **9. 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](mailto: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 scheduling and friendship groupings.

### **10. 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.

### **11. Uniform**

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

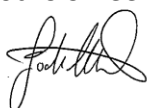
**Pre-loved:** The Supporters of Heathfield Community College (SOHCC) run pop-up shops. Further details of these will be sent to you but you can also find updates on their [Facebook](#) page.

### **12. 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 <a href="#">this link</a>
Wed 20 May 2026	Language Preference if required	Email <a href="mailto:transition@heathfieldcc.co.uk">transition@heathfieldcc.co.uk</a>
11 June 2026	Transition Event	<a href="https://docs.google.com/forms/d/e/1FAIpQLScGeNZgdiQTPPHPOsqM-bls9EEWZy-LETB3AKrtBVHSo7raxA/viewform?usp=header">https://docs.google.com/forms/d/e/1FAIpQLScGeNZgdiQTPPHPOsqM-bls9EEWZy-LETB3AKrtBVHSo7raxA/viewform?usp=header</a>
May & June 2026	Transition Conversations - Optional 10-minute 1 to 1 appointment	Email <a href="mailto:transition@heathfieldcc.co.uk">transition@heathfieldcc.co.uk</a>
Late June 2026	Parent Handbook	Available to download from the College website <a href="#">Parent &amp; Carer Handbook 2025</a>
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