



## Abbeyfield School Stanley Lane, Chippenham, SN15 3XB

26th May 2023

Dear Students and Parents / Carers

Firstly, we hope you and your family are keeping well and you are looking forward to joining Abbeyfield.

Thank you to everyone who have completed their transfer form, I have addressed the questions raised and responded at the end of this letter, under FAQ .

### Tutor groups

I am planning on sorting out tutor groups at the start of June and if there is anyone still to respond, please click on this [Link](#) and complete the information as this will help us when we are arranging tutor groups. If you have any difficulties let us know and we can get a form out to you. This is really important, as we want to support you moving from primary to secondary school.

On completion of tutor groups, I will notify you and confirm the time you will be coming to the Turnaround Evening on the 11<sup>th</sup> July as the slots will vary according to the group your child will be in.

### Admission and Medical Forms

I am attaching the admission and medical forms, that must be completed and returned. These can either be completed electronically or downloaded and printed and you can return these on the 11<sup>th</sup> July or email them to [Yr7admissions@abbeyfield.wilts.sch.uk](mailto:Yr7admissions@abbeyfield.wilts.sch.uk)

### Summer School

We are delighted to offer all our new Year 7 students a FREE place at Abbeyfield School's Summer School 2023. This will run from Monday 14<sup>th</sup> – Friday 18<sup>th</sup> August. This programme will support your child to make a successful transition into their new secondary school, creating confident happy learners, ready for September 2023.

The Summer School programme will include:

- Activities to develop key learning skills
- The chance to meet and make new friends
- Abbeyfield School Student mentors (a friendly / familiar face in school)
- Fun activities to help them get used to their new learning environment including:
  - Sports
  - Drama
  - Art
  - Literacy and numeracy
  - Science
  - Design Technology

**Headteacher:** Mr Nicholas Norgrove BSc (Hons)

**Telephone:** 01249 464500

**Email:** [contact@abbeyfield.wilts.sch.uk](mailto:contact@abbeyfield.wilts.sch.uk)

**Website:** [www.abbeyfield.wilts.sch.uk](http://www.abbeyfield.wilts.sch.uk)



@AbbeyfieldEDU



@abbeyfieldschool



abbeyfield\_school

Your child will need a pack lunch, drink and sun cream. Lunches will be provided for students who receive free school meals. Please indicate if you are in receipt of free school meals on the consent form. To register for your child's FREE place, please click this link: <https://forms.office.com/e/UT1atijTAe>

**All medical forms must be submitted before students can attend this event**

**Uniform:**

We will advise you in later communication on dates for uniform fitting and purchasing from Scholars and the uniform exchange that we fully support.

**Transport:**

For those parents who need additional information on school transport please contact:  
[transport@abbeyfield.wilts.sch.uk](mailto:transport@abbeyfield.wilts.sch.uk)

If you feel unsure of anything or need extra support, please email Ms Jones [sej@abbeyfield.wilts.sch.uk](mailto:sej@abbeyfield.wilts.sch.uk)

Yours faithfully

**Nich Norgrove**

Nick Norgrove  
Headteacher



**Sarah Jones**

Sarah Jones  
Head of Year 7 & Transition,  
Teacher of DT  
[SEJ@abbeyfield.wilts.sch.uk](mailto:SEJ@abbeyfield.wilts.sch.uk)



## Transition timeline

Date	Notes
Term 5	Year 6 teachers are completing the usual transfer form on each child transferring to Abbeyfield. This includes the most recent teacher assessments in Maths, Reading and SPaG along with a profile of learning behaviours.
May / June	Ms Jones will be contacting all the Year 6 teachers. They will discuss the transfer form mentioned below and also SEN, vulnerabilities etc, which we will need to be aware of. A Year 6 student information booklet will also be issued to you at the Turnaround Evening on the 11 <sup>th</sup> of July 2023. We will visit you at your primary school and you will have the chance to ask questions.
Early July	We will inform you of your Tutor Group and your House. Remember the information your child provides us on the linked document will help.
Ongoing for Year 6 <b>parents</b>	Parents/carers are encouraged to contact Ms Jones about any concerns they may have to help with the transition process. We will continue to communicate with you any further information as and when required, but please also check the Abbeyfield School website regularly for updates and follow us on Twitter @AbbeyfieldEDU & Facebook & Instagram
<b>STUDENTS</b>	
Ongoing for Year 6 <b>students</b>	Students can also email Ms Jones any questions or concerns they may have. Students – please click on this <a href="#">Link</a> and complete the information as this will help us when we are arranging tutor groups. If you have any difficulties let us know and we can get a form out to you. This is really important, as we want to support you moving from primary to secondary school.
Tuesday 11 <sup>th</sup> July	Parents Transition Evening – this is a chance to talk to staff and meet with your child's tutor
Wednesday 12 <sup>th</sup> July	Turnaround Day – this is a chance for students to become more familiar with Abbeyfield and a secondary school day
Monday 14 <sup>th</sup> – Friday 18 <sup>th</sup> August	Summer School for the class of 2023 joining Abbeyfield, this is a fantastic chance to engage in secondary school life with other students; this is also a chance to get to know the school campus. Further details to follow
Monday 4 <sup>th</sup> September	Year 7 students first day of school
14 <sup>th</sup> or 15 <sup>th</sup> September	Team Building. To allow students the opportunity to work with peers in their tutor group we are planning an event on either the 14 <sup>th</sup> or 15 <sup>th</sup> September. This will be off site and a great team building opportunity.

## FAQ's

- What happens if I get lost? The school is quite straight forward to navigate and there will staff around to support you in the first few days. Attending Summer School will provide another opportunity to find your way around the school
- School starts at 8:40 which is tutor time. Students enter through the main entrance and when you come along for Turnaround day, you will see signs and we will also be out to meet and greet you on arrival.
- You will have 5 lessons per day; each lesson is an hour long with morning break at 11am (20mins) and lunch at 12:30 (35 mins)
- Tutor time includes sessions on numeracy, literacy, group reading, current affairs and an assembly once a week – this could be based on a moral, awareness e.g. anti-bullying week, celebrations such as at the end of the term; we are very keen to celebrate success.
- We operate a 2-week timetable at Abbeyfield and you will receive your timetable when you start in September.

- You will have access to the main playground, however there are also quieter places students can go.
- Getting to school either walking, on local buses, school bus , cycling and there are bike racks – but make sure you have a bike lock; should you require further information on transport, please contact [transport@abbeyfield.wilts.sch.uk](mailto:transport@abbeyfield.wilts.sch.uk)
- Year 7's will be guaranteed to be able to hire a locker, you cannot do this in advance as you will not have access to parent pay until 1<sup>st</sup> September.
- Food in the canteen is varied from pasta, chicken nuggets, pizza, sandwiches and wraps along with fruit and drinks; however, you may wish to bring your own water bottle and top up throughout the day. Students may prefer to bring a packed lunch and eat alongside friends having a school lunch.
- Tutor groups will be organised early June and we will try to accommodate wishes to be with friends, we will also be organising teaching groups that are different to tutor groups. Group sizes tend to be between 25 and 30 students, with slightly smaller groups in DT and Creative. I will notify you as soon as groups have been identified and the tie colour you will need.
- We have a range of after school clubs these including sporting clubs such as basketball, football, netball. Art club, decoding, computer and homework club
- You will receive further details about booking a uniform slot, the blazer and tie can be purchased from Scholars and the uniform exchange that we fully support