



May 2026

Dear Parent/ Carers,

I am writing once again to update you on our transition arrangements.

## Induction Booklet

Here we have created an induction booklet for you and your child, which includes all key information about the Harris Academy Benfleet policies and procedures, uniform and our Year 7 Curriculum. We hope you find this useful and please be assured some of this key information will be covered in more depth during the Welcome Evening.

## Parent Welcome Evening- Thursday 18<sup>th</sup> June

We are looking forward to meeting all our new parents and carers on the 18<sup>th</sup> June for our Welcome Evening. The timings for the evening will differ, as there will be four sessions running between 5.30pm and 8pm. Sessions will be for 1 hour and we will update you after half term with which tutor group your child has been allocated and the corresponding time.

During the hour, you will have a welcome speech in the hall by Ms Cox, our Headteacher and then you will have time with your child's tutor to go through some key information and ask any questions you may have. Please be assured our School Nurse and SENCO will be on hand during the Welcome Evening to discuss individual transition arrangements if your child has a Medical Care Plan or an Education, Health and Care Plan.

Please note the Welcome Evening is for our new parents and carers. Please be assured students will have the opportunity to meet their tutor during the Welcome Days on the 23<sup>rd</sup> and 24<sup>th</sup> June. Of course, if you need to bring your child along due to childcare, that is no problem.

## Student Welcome Days- Tuesday 23<sup>rd</sup> and Wednesday 24<sup>th</sup> June

We will be running our student Welcome Days, from 8.45am – 3.15pm on Tuesday 23<sup>rd</sup> and Wednesday 24<sup>th</sup> June. During the course of the Welcome Days, students will have the opportunity to meet their tutor, experience Year 7 curriculum 'taster lessons' and follow a treasure hunt to help them learn their way around the school.

We do ask that students wear their current school uniform on these days and to also bring with them a pencil case and packed lunch. Typically, students travel directly to and from home and are not usually expected to report to their primary schools in the morning. We request students arrive for 8.45am, enter through main reception where they will then be directed to the hall to sit in their tutor groups, prior to the day starting.

Headteacher: Sarah Cox, BA (Hons)

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## **Iris ParentMail**

Over the last few weeks you should have received an email from Iris ParentMail asking that you register for an account. If you have not received this email please contact [finance@theappletonschool.org](mailto:finance@theappletonschool.org) and we will re-send this for you. I would recommend checking your junk folders first just in case.

Once you have registered, your account will be 'live' allowing you to pay for school meals in September, trips and other school activities. For further information please see the Iris ParentMail attached guidance.

Also attached is our School Community letter and information about our Year 7 trip to Essex Outdoors, Mersea Island, which will be taking place in September. You will be able to make payments for both these items if you wish, via Iris ParentMail, once you have registered.

I hope this has been a useful update and there is a check list on the next page, summarising all key information for you. If you have any immediate queries as well, please do not hesitate to get in touch.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'B Cooper', written in black ink.

Miss B Cooper  
Assistant Headteacher  
Lead KS2 – KS3 Transition

### **Checklist for Parents / Carers**

- In our previous letter we shared with you a data form to complete, ready for the Welcome Days in June. If you have not already completed this, please see the link below

[Student Data Collection Form September 2026 – Fill out form](#)

- Parents are invited to attend the Welcome Evening on Thursday 18<sup>th</sup> June.
- Students to attend the Welcome Days on the 23<sup>rd</sup> and 24<sup>th</sup> June
- If your child qualifies for Free School Meals, please complete the application here <https://www.cloudforedu.org.uk/ofsm/ofsm-east>
- Register for Iris ParentMail if you have not already.
- If you wish your child to attend the school trip to Essex Outdoors, Mersea Island, please complete the online parental consent form noted in the letter and submit payment via Iris ParentMail. The deadline for this is Monday 6<sup>th</sup> July.
- Read the Appleton Community letter and make a voluntary contribution if you wish, via Iris ParentMail.