



March 2024

Dear Parent/ Carer,

As lead for KS2-3 transition, I would like to take this opportunity to introduce myself and update you on our induction programme for 2024.

We are very much looking forward to welcoming all our new Year 7 students to The Appleton School and we will be here every step of the way to guide you through this process. My role is to ensure the move from primary to secondary school is as seamless as possible, supporting students and families through this important transition period.

We will soon be liaising with our feeder primary schools, collating all the necessary information to ensure we have a thorough understanding of all our new students. This allows us to get to know our new Year 7 cohort very quickly, as individuals as well as a year group as a whole.

We appreciate students will be feeling a range of different emotions towards starting secondary school; excitement, eagerness, nervousness and apprehension. Please be assured throughout our induction programme, we will be able to answer any questions you or your child may have and we will be able to offer extensive help and advice to allay any worries about starting secondary school. We have a number of different events to ensure an effective and successful transition for all our new starters:

### **Welcome Evening for Parents: Thursday 13<sup>th</sup> June**

Here we will share some key information with parents, in preparation for September. You will also have the opportunity to meet your child's tutor, who will be able to answer any questions you may have. The timings for the evening will differ, as there will be sessions running between 5.30pm and 8pm. Sessions will be for 1 hour and we will update you nearer the time with which session you have been allocated.

### **Welcome Days for Students: Tuesday 25<sup>th</sup> and Wednesday 26<sup>th</sup> June**

During these two days, students will meet their tutor and others in their tutor group. They will experience 'taster lessons' in their Year 7 curriculum and follow a treasure hunt to help them learn their way around the school site. These are always really enjoyable days and help students to settle in and make new friends, as well as familiarise themselves with the school and different subject areas.

Headteacher: Sarah Cox, BA (Hons)

Croft Road, Benfleet, Essex, SS7 5RN **Tel:** 01268 794215

**Email:** [info@theappletonschool.org](mailto:info@theappletonschool.org) **Website:** [www.theappletonschool.org](http://www.theappletonschool.org)



THE APPLETON SCHOOL



**Data Collection Forms:**

In preparation for September, we ask that you please complete our data collection form by Friday 19<sup>th</sup> April. Alongside this letter we have shared a link for you to follow in order to access this;  
<https://forms.office.com/e/HAq6RL5tF5>

**School Uniform:**

I have also shared with you updated information about our school uniform. Please note there are a few changes to our uniform for all Year 7 students starting with us. We have introduced a formal black kilted skirt and our ties have been updated with our House colours. Please be assured we will notify you with what House your child has been allocated to in due course, so you can purchase the corresponding tie.

For further details about our school uniform and PE kit, please refer to our school website:  
<https://www.theappletonschool.org/parents/uniform-and-equipment>. We will also be discussing uniform in more detail during our Welcome Evening in June.

I hope this letter has been a useful update for you and please be assured I will be updating you with further information in the coming weeks. We will soon be sharing with you an induction booklet which outlines the Year 7 Curriculum for next year and other information key to starting The Appleton School.

If you do need to contact us with any immediate queries, please refer to the email addresses of the relevant key staff below. Please be assured our school nurse and curriculum support will be in touch to discuss individual transition arrangements if your child has a Medical Care Plan or an Education, Health and Care Plan.

Transition Lead	Miss B Cooper bcooper@theappletonschool.org
Curriculum Support	curriculumssupport@theappletonschool.org
School Nurse	nurse@theappletonschool.org
General Transition Queries	info@theappletonschool.org

Yours sincerely



Miss B Cooper  
Assistant Headteacher  
Lead KS2 – KS3 Transition