

March 2025

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 2025.

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 and some nervousness. 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 12<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 24<sup>th</sup> and Wednesday 25<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)

**Data Collection Forms:**

In preparation for September, we ask that you please complete our data collection form by Tuesday 22<sup>nd</sup> April. Please follow the link below to access this. <https://forms.office.com/e/gjwBZJU3zj>

**School Uniform:**

Please note last academic year we made a few changes to our uniform for all Year 7 students starting with us. These changes apply to all of Key Stage 3 – Years 7, 8 and 9 from September 2025. We 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 (pictured below).**



**FORMAL PRACTICAL BLACK LEATHER SHOES** (or faux leather alternative) which must have a heel and black laces (where applicable).

**Not permitted:** Sports brands, emblems or logos. Canvas shoes, flat sole style shoes, trainers, high heels or boots

**PLAIN BLACK, FORMAL TROUSERS**, which go over shoes.

**Not permitted:** Jeans, cropped trousers, stretchy, jersey or Lycra. Skinny-fit trousers, jeggings or leggings, brushed cotton/ chino style trousers.





**FORMAL BLACK KILTIED SKIRT**  
Approved length 22 inches

**Not permitted:** Stretchy, jersey, Lycra or tube style skirts

**MAKE UP AND JEWELLERY**

- No false eyelashes
- No nail polish or acrylic nails
- No excessive make-up
- Students are allowed one ring of sensible size, a watch and one stud earring in each ear, no other piercings are permitted.
- No other jewellery allowed

For further details visit the uniform section of The Appleton School website

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### Physical Education kit



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	curriculumsupport@theappletonschool.org
School Nurse	nurse@theappletonschool.org
General Transition Queries	info@theappletonschool.org

Yours sincerely

Miss B Cooper  
Assistant Headteacher  
Lead KS2 – KS3 Transition