



May 2024

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 Appleton policies and procedures, uniform and the school day. 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- 13th June

We are looking forward to meeting all our new parents on the 13th 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.

Your child's Head of Year and the Senior Leader who will be linked to Year 7 will also be available for you to meet during the Welcome Evening. Our SENCO and School Nurse will also be on hand to answer any questions that you might have.

Student Welcome Days- 25th and 26th June

We will be running our face to face student Welcome Days, from 9.00am – 3.00pm on Tuesday 25th and Wednesday 26th 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.

In addition, internal English and Maths assessments will also take place during these 2 days. Information from these tests will be used, alongside SAT results, to ensure students are placed in the appropriate sets in September to suit their learning needs.

We do ask that students wear their current school uniforms 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 9am, enter through main reception where they will then be directed to the hall to sit in their tutor groups, prior to the day starting.

Iris ParentMail

Over the last couple of 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 and we will re-send this

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Croft Road, Benfleet, Essex, SS7 5RN **Tel:** 01268 794215
Email: info@theappletonschool.org **Website:** www.theappletonschool.org

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 October. 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 refer to the email addresses of the relevant key staff below.

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

Yours sincerely



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 and QR code below <https://forms.office.com/e/HAq6RL5tF5>



- Parents are invited to attend the Welcome Evening on the 13th June.
 - Students to attend the Welcome Days on the 25th and 26th June
 - A reminder, 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, please see link below and submit payment via Iris ParentMail. The deadline for this is the 1st July. You can submit a paper copy of your consent from during our Welcome Evening if you would prefer.
- Luke add link**
- Read the Appleton Community letter and make a voluntary contribution if you wish, via Iris ParentMail.