
YEAR 7 INFORMATION PACK





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Welcome to The Appleton School



We are very much looking forward to welcoming you in September to The Appleton School and are excited for you to experience what school life is like here. As part of our induction programme this year, we have compiled this booklet for you with key information for September. Here you will find information about the curriculum, different school policies and procedures, as well as term dates, uniform and equipment.

We hope you find this booklet helpful and please do not hesitate to contact us if you need any further information.



Ms S Cox
Headteacher

Our Aims

The Appleton School is committed to providing an ordered, inclusive and stimulating learning environment in which all students are encouraged to achieve at their highest level. It is determined that all students should be valued through the provision of a broad, relevant, balanced and challenging curriculum properly catering for individual needs. Such valuing is encouraged within an atmosphere of mutual respect amongst all those involved in the learning process. The school recognises its role within the broader community. It identifies learning as a lifelong process and values the contribution made by parents and others to the creation of a partnership. Within this partnership, and through the learning programme, students will develop skills, attitudes and values that properly prepare them to accept the challenges and responsibilities of adult life.

Principles

These can be summarised into:

- Helping students to develop lively, enquiring minds, encouraging the ability to question and argue rationally and confronting them with challenging mental and physical tasks in order to ensure the highest possible level of achievement.
- Instilling respect for each other, for religious and moral values and tolerance of other races, religions and ways of life.
- Helping students to acquire knowledge, skills and attitudes relevant to adult life in a rapidly changing world.

In more detail, the guiding aims and objectives of the school influence all decisions that are made by staff regarding the learning that takes place and the contribution we make to each student's personal and social development. For ease of reading, they can be divided into three sections:

Aims Relating to Learning

- To provide a broad, balanced, relevant, stimulating and differentiated curriculum to which all students enjoy equal access
- To encourage students to develop a sense of their own potential and strive for excellence through positive approaches to learning, its assessment and the most effective use of available resources
- To provide opportunities for students to acquire skills they will need to become independent learners
- To create equality of opportunity and entitlement for all and to strive to ensure that each individual, irrespective of background and ability, takes maximum advantage of such entitlement
- To ensure continuity and progression both within school and across phases of education

Aims Related to Personal Development

- To ensure ample opportunities to develop appropriate attitudes in order that students might accept responsibility for their own behaviour
- To actively encourage, and provide opportunities for, the development of self-discipline and self-responsibility



- To encourage a co-operative approach to learning, living and working together in the school community
- To actively encourage the development of student self-esteem and critical self-awareness and to maximise student enjoyment of, and autonomy in, the learning process
- The achievement of all staff through a commitment to staff development

Aims related to the Wider Community

- To develop in students those social, creative and critical skills which will help them relate to other people and make sense of broad issues affecting society at large
- To promote an active partnership in the learning process among students, parents, teachers, governors and the local community, and to foster mutual respect amongst all members of that partnership
- To create an environment which is conducive to the school being identified as a community resource
- To encourage respect for, and enjoyment of, the environment both within the school and the wider community.

2023 – 2024 Term Dates

Please be aware the Autumn term begins for Year 7 students on Tuesday 5th September 2023. Students on this day will be the only year group in, other than 6th form students. All other year groups will return to school on Wednesday 6th September.

September 2023							October 2023							November 2023							December 2023						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
				1	2	3							1			1	2	3	4	5					1	2	3
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
							30	31																			
January 2024							February 2024							March 2024							April 2024						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6	7				1	2	3	4					1	2	3	1	2	3	4	5	6	7
8	9	10	11	12	13	14	5	6	7	8	9	10	11	4	5	6	7	8	9	10	8	9	10	11	12	13	14
15	16	17	18	19	20	21	12	13	14	15	16	17	18	11	12	13	14	15	16	17	15	16	17	18	19	20	21
22	23	24	25	26	27	28	19	20	21	22	23	24	25	18	19	20	21	22	23	24	22	23	24	25	26	27	28
29	30	31					26	27	28	29				25	26	27	28	29	30	31	29	30					
May 2024							June 2024							July 2024							August 2024						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
		1	2	3	4	5					1	2	1	2	3	4	5	6	7				1	2	3	4	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				26	27	28	29	30	31		

 = Week A	 = Week B	 = Weekends	 = Bank holidays
 = Insets	 = School holidays		

In addition, schools allocate five non-pupil days out of the school days indicated, or the equivalent in disaggregated twilight sessions.

Autumn Term:	Monday 4 September 2023 – Wednesday 20 December 2023 <i>Half Term 23 October – 27 October</i>	73 days
Spring Term:	Thursday 4 January 2024 – Thursday 28 March 2024 <i>Half Term 19 February - 23 February</i>	56 days
Summer Term:	Monday 15 April 2024 – Tuesday 23 July 2024 <i>Half Term 27 May – 31 May, and May Bank Holiday - 6 May</i>	66 days
		<u>195 days</u>

Daily School Routines

The school day begins at 8.35am with a notice bell, in preparation for the start of registration at 8.40am. The school day finishes at 14.45, other than on a Wednesday, where all students will have a compulsory period 6, which ends at 15:25. During tutor time each week a number of activities are delivered which teaches students key skills such as resilience, independent learning, confidence and team building. The Year 7 assembly each week will take place in the registration period on a Monday morning.

Students will be issued their timetables on the first day of term in September, along with their planners. Timetables are organised on a two- weekly basis.

Period	Monday, Tuesday, Thursday and Friday	Wednesday
Notice bell	8.35	8.35
Registration/Assembly	8.40	8.40
Period 1	8.55	8.55
Period 2	9.55	9.55
Break	10.55	10.55
Period 3	11.15	11.15
Period 4	12.15	12.10
Lunch	13.15	13.05
Period 5	13.45	13.35
Period 6	/	14:30
End of the Day	14.45	15.25

Year 7 Curriculum

At the Appleton school it is important we expose students to a broad and balanced curriculum, providing them with the skills, knowledge and understanding to achieve their full academic potential, as well as develop them as well-rounded happy individuals. Our curriculum has been designed to aid transition into secondary school, to excite students and expose them to a wealth of different learning experiences. All students will study the following subjects in Year 7:

- English
- Maths
- Science
- History
- Geography
- French
- Religious Studies
- Computer Science
- Physical Education
- Food Technology
- Design and Technology
- Art and Design
- Creative Studies (Music, Drama and Dance)
- CAPE

All students at The Appleton School take part in CAPE (Citizenship and Achieving Personal Excellence) lessons and develop a wide range of skills through the study of a number of topic areas such as; democracy, rights & responsibilities, diversity, careers and healthy lifestyles.

We offer a broad and varied extra-curricular timetable for Year 7 students, with a number of clubs that run at break, lunch and after school. In September all students will attend an Enrichment Fair where they can sign up for these clubs.



Attendance and Punctuality

Attendance is very important here at The Appleton School, the expectation is that every student has an attendance of 97% and is monitored closely on an individual student basis. Excellent attendance ensures your child has every opportunity to reach their potential and achieve success. If students do not attend school regularly, they may struggle to keep up with school work; research shows a strong correlation between attendance and student attainment. Poor attendance can affect a child's ability to make and keep friendships; a vital part of growing up as well.

There may be times when your child has to miss school because they are ill. This is to be expected and you should text or call the school each day your child is absent, ideally before 8.40am.

Children may also have to attend a medical or dental appointment in school time. However, you should try to make routine appointments such as dental check-ups during the school holidays or after school hours.

Permission to leave school during school hours can only be granted on receipt of an appropriate written request from parents. Students who do need to leave for a medical app or dentist must sign out at student services and sign back in once they return to school.

Punctuality

Being organised and on time for school is an important life skill. Students that arrive late to assembly are given a 20 minute detention and those that are late more than three times in a week, receive a 40 minute detention after school the following Friday. At The Appleton School we close our registers at 9.15am. If a student arrives after this time they will receive a U code which marks them present for safeguarding purposes but is counted as an unauthorised session. This will have a negative impact on the student's attendance.

Students arriving more than 5 minutes late to a lesson once marked present will have a 1-hour detention the following day.

For full details, please see out attendance policy on the school website.



Learning Outside the Classroom



Introduction

At The Appleton School we believe that every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances. These, often the most memorable learning experiences, help us to make sense of the world around us by making links between feelings and learning. They stay with us into adulthood and affect our behaviour, lifestyle and work. They influence our values and decisions we make. They allow us to transfer learning experienced outside of the classroom and vice versa.

What experiences do we intend to offer?

Our intention is to offer a range of experiences to all students so that by the age of 16, 100% are able to answer 'yes' to six or more of the challenges set out below:

1. I have taken part in a public event -either public speaking, sports, dance or concert or visual arts.
2. I have taken part in a play, musical or reading that involves either acting, speaking or helping with the production.
3. I have attended a special workshop event or been on an educational visit and experienced a 'live performance'.
4. I have been on an educational visit that involves an overnight stay.
5. I have helped others through voluntary activities.
6. I have been to an artistic or sporting event at a major venue.
7. I have attended a special workshop event or been on an educational visit and improved my understanding of other languages, cultures, faiths and political systems.
8. I have been on an educational visit (field-work) that has improved my knowledge and understanding of either history or geography.
9. I have attended a special practical workshop or been on an educational visit that has involved some element of 'personal development', or 'adventure' and 'risk-taking'.

10. I have attended a special workshop or been on an educational visit and experienced mathematics or cutting-edge science or technology.

What careers education do we intend to offer?

- Multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace.
- First-hand experience of the workplace, such as work visits, work experience and/or work shadowing.
- Encounters with universities and other schools, colleges and workplaces (so that our students can understand the full range of career-based learning opportunities that are available to them).
- Personal guidance from a career advisor.

The school will celebrate all areas of success whether it is in the classroom, on a stage, sports' pitch or court, whether at school or out of school. Students who take on significant challenges above and beyond their daily school commitments are recognised by The Appleton School reward system.

For further information, please see our 'Learning Outside The Classroom' Policy on our school website.

*“...memories of school trips
and special events stay with
people for a life time...”*



Rewards System

The aim of The Appleton Rewards System is to foster a positive culture based on praise and reward, leading to consistently high standards of work and behaviour. It encourages pupils to take responsibility for their own learning as well as behaviour. We want to maximize opportunities for all students to participate in, to contribute to and gain enjoyment from their education. Students in Year 7 are able to achieve the following rewards:

Attendance badge- Certificates of attendance and a badge is awarded at the end of each term to the students who have achieved 100% attendance. Students are also awarded with a Head teacher's certificate and a badge at the end of the year for achieving 100% attendance throughout the year.

Achievement points- Achievement points are awarded during lessons for; excellent effort, outstanding work, positive attitude, contribution to class discussions, homework, organisation, showing resilience. Students are awarded with Bronze certificate when they have achieved 45 achievement points, Silver Certificate when they have achieved 80 achievement points and Gold Certificate when they have achieved 120 achievement points.

Golden tickets- Each week four students from each year group with the most achievement points is rewarded with a "Golden Ticket" allowing them to go in the front of the queue in the canteen

Bronze Head teacher award- Year 7 students can apply for a bronze award, but that have to meet certain behaviour, attendance and contributions to the community criteria.

Subject badges- Students can gain subject award by collecting stamps using "Loyalty Cards" over ten weeks each term by demonstrating characteristics in at least two different categories as follows.

Community and character based crest- These are awarded to students for demonstrating; Honesty Kindness, Responsibility, Respect and Integrity.

Ambassador badge- Students are awarded for ambassador badge for their contribution to the school community, especially for the support and respect they show to their peers.

Star achievement badge (SEND)

Jack Petchey- The Jack Petchey Achievement Awards are presented to recognise a personal triumph for a student who has faced a challenge, a young person who has pushed themselves outside of their comfort zone or it may be an opportunity to recognise the outstanding efforts of a team player.

House System



All students when starting The Appleton School are assigned one of our four houses; Nightingale, Austen, Tull and Turing. Points are awarded towards the house system through achievement points, subject challenges and through whole school events. The house system was introduced in 2022 and you will be the third-year group joining the school houses. Each house member is issued a badge that will show the house that the student belongs to. Students will be required to wear these as part of their uniform.

Each week the leader boards are updated outside of the Head of Year's office. The house that has won at the end of each term is rewarded with a prize in their form. At the end of the year the House Cup is awarded to the overall winners of the year. This becomes very competitive and the more that students participate in activities throughout the year, the more points they can win for their House, taking steps to victory.

Each Form has two house captains that are asked to attend meetings and feedback information to their form. This is a great opportunity for students to gain leadership roles and skills through additional responsibilities. It is their duty to encourage other members of the form to participate in events that are happening and liaise with other captains for whole form events.

Last year we had events in English, Art, PE, Business, Computing and MFL. There was a Christmas card and logo competition, a range of different sporting events, a reading challenge as well as a bake off to name a few. All students that take part are awarded points and the winners are given additional points for their houses.



Mental Health and Wellbeing

At The Appleton School we take a whole school approach to promoting positive mental health. We recognise that children's mental health is a crucial factor in their overall wellbeing and can affect their learning and achievement.

Our role in school is to ensure that children are able to manage times of change and stress, are supported to reach their full potential and can access help when they need it. Through our assemblies, CAPE (Citizenship and Achieving Personal Achievement) programme and pastoral support we help students become more resilient, happy and successful learners. We teach students the skills and understanding needed to keep themselves mentally healthy. We also help children to develop social skills, building strong friendships and supporting each other when needed.

As well as being able to speak to any member of staff regarding any possible concerns they may have, a student can also use the 'Never Acceptable' reporting system on our school website where students can anonymously report anything of concern to us. We also offer a counselling service in school for any child who may benefit from this additional level of support.

Behaviour for Learning

We place great emphasis upon good behaviour. We expect all pupils to play their part in seeing that the school is a place where there is a well-ordered and safe environment where pupils can learn and achieve to the best of their ability. Our three golden rules, 'The Three Ways to Be', are intended to guide pupils and form the basis for our disciplinary structures.

1. Be Respectful

Be polite and courteous with all members of The Appleton School community. Show respect by listening to staff and others and carrying out instructions.

2. Be ready to learn

Be on time to school and to all lessons, dress in full uniform smartly, be equipped.

3. Be the best you can be

Be responsible for your own learning, work hard, do all your work to deadlines, stay on task and to the best of your ability and be an ambassador for the school in the local community.

In the classroom we follow a three-stepped approach if students do not adhere to 'The Three Ways to be'.


- A- Ask**
- B- Remind**
- C- Consequence**

Consequences can range from behaviour points, detentions, being removed to a different classroom or an SSA referral. An SSA referral is where students can no longer remain in a classroom and are removed, continuing their learning in isolation. This then automatically leads to a 1 hour after school senior detention.

Each half term students are given an expectation/ rewards card. This needs to be kept in their blazer at all times. The expectation card is signed for a number of reasons; littering, uniform, conduct during social time, punctuality etc. If students receive 5 signatures, this results in an SSA 1-hour detention after school. Students who do not get any signatures will have their cards collected and entered for a prize draw each half term.

On the opposite side of the expectation card, is the rewards side. Teachers will recognise positive conduct around the school site, signing this side of the card for students. This will generate achievement points and further rewards once completed.

The loss of/failure to produce this card will result in an Instant SSA detention




Expectations Card

Issue No: _____ Name: _____
 Teacher Initial: _____ Form: _____

	1	2	3	4	5
Code					
Staff					
Date					

U – Uniform S – Swearing L – Littering P – Punctuality
 E – Equipment G – Chewing Gum C – Canteen Code
 Co – Corridors M – Mobile Phone/Earphones
 EDI – Equality, Diversity & Inclusivity PE – PE Kit

The loss of/failure to produce this card will result in an Instant SSA detention



Reward Points

To recognise your efforts around the school e.g. picking up litter, being kind, holding doors open, etc.

Reason for positivity	Date	Staff
Helpful <input type="checkbox"/> Picked up litter <input type="checkbox"/> Held a door open <input type="checkbox"/> Being kind <input type="checkbox"/> Other:		
Helpful <input type="checkbox"/> Picked up litter <input type="checkbox"/> Held a door open <input type="checkbox"/> Being kind <input type="checkbox"/> Other:		
Helpful <input type="checkbox"/> Picked up litter <input type="checkbox"/> Held a door open <input type="checkbox"/> Being kind <input type="checkbox"/> Other:		
Helpful <input type="checkbox"/> Picked up litter <input type="checkbox"/> Held a door open <input type="checkbox"/> Being kind <input type="checkbox"/> Other:		
Helpful <input type="checkbox"/> Picked up litter <input type="checkbox"/> Held a door open <input type="checkbox"/> Being kind <input type="checkbox"/> Other:		

Home Learning

Good quality home learning can advance the way students learn and greatly improve their social and intellectual development. At The Appleton School, we are passionate about supporting our students through their academic journey and recognise the importance of setting appropriate home learning tasks on a regular basis.

Research shows that parental involvement in their children's learning is a key factor in improving children's academic attainment and achievements. Here are some ways that parents can support their child with their home learning:

- Talking regularly with them about their learning.
- Asking them to explain their work. This is the best form of revision.
- Undertaking family learning together
- Understanding your child's day-to-day progress
- Ensuring that your child develops a routine when it comes to home learning tasks.
- Encouraging them to complete home learning tasks every night and read as much as possible.
- Providing your child with a quiet place in which to study and where possible a table or desk at which to work.
- Ensuring that your child regularly checks Show My Homework. Parents can also monitor Show My Homework as well.
- Giving praise and positive encouragement

Satchel: One

Satchel: One is an online platform used by all staff to set home learning tasks. Year 7 students are encouraged to write their home learning tasks in their school planners, as well as check Satchel: One. Both students and parents will be provided with login details in September. This tool allows parents to also keep track of their child's home learning tasks. You will be able to see the details of the tasks your child has been set, as well as their submission status and grades. Year 7 students will be issued home learning tasks daily, following a timetable that will be shared with them in September.





Home Learning Club

In order to provide support to our students who are unable to complete home learning tasks either because they need further support or do not have access to the technology, home learning club is available in the Resource Centre every Monday and Thursday after school from 2.45 pm to 3.30 pm.

The Resource Centre is also available to your child during mornings from 8.00 to 8.30am as well as break time and lunch times (except on Wednesday) to complete their homework independently or carry out further independent research.

Remote Learning

In the event of a school closure, whether a snow day, maintenance issue or a more extended school closure, learning will take place remotely. Remote learning will be accessed via Microsoft Teams and students will have training on how to navigate this platform in September. There is also a Remote Learning page on our school website where further work can be accessed.

School Uniform

The wearing of full school uniform is compulsory for all school sessions and any journeys to and from the school site. This policy encourages students to identify with the school while promoting a positive, purposeful atmosphere during the working day.

The items listed below are designed with smartness, practicality and availability in mind. All our school uniform and PE kit are available to buy from **Morbec Sports**. You can of course buy certain items such as shirts and trousers that do not need a school badge from high street stores, but purchases need to be in line with the guidance below. Morbec will be attending on the 15th June and will have examples of our uniform for parents to view.

Excessive make-up is inappropriate; students should not wear nail polish or acrylic nails and jewellery should be discouraged. Students are allowed one ring of sensible size, a watch and one stud earring in each ear. Students are not allowed to wear bracelets, nose studs or any other piercing. Inappropriate block colouring, streaks or highlights, as well as 'under-cutting', 'tramlines' or 'carving' hair is not permitted. Please note that students' hair should also always be a natural colour.

All Students:

- BLACK BLAZER with APPLETON BADGE
- APPLETON TIE worn at an appropriate length and done up fully to the neck.
- PLAIN WHITE SHIRT or BLOUSE (not an aertex T-shirt) that is buttoned up to the neck and tucked in at the waist
- 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 OR
- FORMAL BLACK PLEATED SKIRT of reasonable length, material and style - please note that stretchy, jersey, Lycra or tube style skirts are not permitted.
- PLAIN BLACK ANKLE SOCKS or, for girls, WHITE ANKLE SOCKS/PLAIN BLACK OR NATURAL TIGHTS, no long knee length socks are permitted.
- FORMAL PRACTICAL BLACK LEATHER SHOES (or faux leather alternative) which must have a heel and black laces (where applicable). Must not have any sports brands/emblems/logos. Canvas shoes, flat sole style shoes, trainers, high heels or boots are not permitted.
- PLAIN BLACK "V" NECK SCHOOL JUMPER (optional). No designer names or sweat shirts or hooded tops, the only jumper allowed is a plain black v-neck jumper as detailed above. Sweat shirts or hooded tops should not be worn as an alternative to a coat.
- A PLAIN OUTSIDE COAT: this cannot be denim or leather and must not have any emblems
- COTTON APRON for DT lessons.



The
Appleton
School



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.

OR

FORMAL BLACK PLEATED SKIRT of reasonable length, material and style.

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.

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



Physical Education Kit

BOYS:	Compulsory	Appleton badged Green Polo shirt Appleton badged Black Tracksuit Bottoms (Tapered in at ankle) or Loose Fit Reflective Tracksuit bottoms Appleton badged Black Shorts Appleton badged Green Rugby Shirt (reversible with band on the inside) Appleton badged ¼ Zip Training Top Plain black swimming trunks or shorts and goggles Black Football socks Football boots Football shin pads Trainers Rugby gumshields Badminton Racket
	Optional	Appleton badged Rain Jacket Towel for shower use

GIRLS:	Compulsory	Appleton badged Green Polo shirt Appleton badged Black Leggings or Loose Fit Reflective Tracksuit bottoms Appleton badged Black Shorts or Skirt Appleton badged Full Zip Tracksuit Top Plain black one-piece swimming costume and goggles Black Football socks Football boots Football shin pads Trainers Badminton Racket
	Optional	Appleton badged Rain Jacket Towel for shower use

Safety:

To maintain the existing high standards of safety, the school follows the recommendations of Essex County Council in its "Safety in P.E." Handbook. "**Watches, jewellery and earrings, belts with metal buckles** and other unnecessary encumbrances likely to prove dangerous to the wearer or to others, **should not be worn**".

The support of parents in implementing this policy when students are taking part in PE activities would be most appreciated and is clearly in the best interests of all students involved.

School Equipment

So that students can apply themselves swiftly and effectively to any task required of them, it is recommended that they carry with them each day the following range of items: **C → Compulsory R → Recommended**

Equipment		Tick <input checked="" type="checkbox"/>
C	A large, waterproof bag	
C	A rubber and sharpener	
C	A 300mm ruler (marked in inches)	
C	Two good lead pencils (HB)	
C	At least two pens (black or blue)	
C	An angle measure and a compass	
C	A scientific calculator	
C	A French dictionary (<i>Collins Easy Learning</i> or <i>Oxford Learner's French Dictionary</i>)	
C	A reading book (This can be borrowed from the Library)	
R	A glue stick	
R	A pencil case large enough to carry the above	
R	An English dictionary	
R	A pair of round nosed safety scissors	
R	A selection of coloured pencils (not felt tips)	

Students will **not** need all this equipment on their first day, please do contact the school if you need any help or advice.

Lockers are provided for all students but do please mark items with name and form wherever possible to reduce the chance of loss. Students will need to purchase a padlock for their locker. This can be purchased independently or from our Finance office in September, for £3. Any padlock is suitable to use.

Pastoral Team

During Year 7 there may be times where students need advice or personal guidance from a member of staff who know them well. We have a dedicated pastoral team to support students throughout their Appleton Journey as well as guide them through the transition from Primary to Secondary school. Your child's tutor will have regular daily contact and will come to know each student in their tutor group very well. Students will be able to turn to them if they need help or support, as well as the pastoral co-ordinator assigned to Year 7, the Head of Year and linked Assistant Headteacher.

Tutors are often the first port of contact for students in school, as well as parents who wish to raise or discuss any concerns. Please feel free to contact them and encourage your child to seek their help in school as well should they need it.



Frequently Asked Questions

Will my child be in a tutor group with all their friends?

There will be 9 tutor groups in total in Year 7. These are all mixed ability groups and contain a mixture of students from a number of primary schools. Please be assured we do always make sure students are with someone from their primary school and those students who come from their primary school by themselves we place in tutor groups together to help support them in making friends.

How are students placed in sets?

We set across all subjects based on SAT results as well as internal assessments completed during the two Welcome Days. These sets are continually reviewed throughout the year and changes made where needed.

How do I contact the school if I have a question or concern?

In September, there are a number of key staff in the school you can contact with any questions you may have. We would recommend your child's tutor to be the first port of call. They will be able to answer any queries you have in regards to the day to day life of the school and will also be able to support with any friendship or transition concerns. If it is a subject related question, if you call our main reception, you can ask to speak to the subject teacher. If they are unavailable, they will call you back. Any other queries, you can ask to speak to the Head of Year.

How do I know how well my child is progressing at school?

In the first half term Year 7 will receive an initial settling in report and there will be a parents evening where you can book a time to meet your child's tutor and discuss how well they have settled in and any concerns to date. There will also be termly reports shared with you, outlining your child's progress in each of the different subject areas. These reports will also identify their attitude to learning in both classwork and homework as well as key targets for improvement.

You will also get notifications from Edulink each day, informing you of any achievement and behaviour points logged for your child so you can monitor this closely.

What do I do if my child loses something at school?

We have a lost property that students can check if they lose any items. We also strongly recommend they put their name and tutor group in all their PE kits and uniform. Sometimes items will get lost or swapped by accident in the PE changing rooms and name labels will help us to return these to the correct student.

How do I keep in touch with school news?

We have a weekly parent bulletin that is shared with parents, which includes key upcoming events, notices as well as an opportunity for us to celebrate the successes of particular year groups, subjects or individuals.

What are the lunch time arrangements in September?

Students for the first 2 weeks in September will have an extended lunch. Instead of 30 minutes, this will be 45 minutes, allowing students to queue up and buy food before other year groups are then dismissed from their lessons. Students can buy their food from the canteen or we have an outside pod area as well where students can also purchase food. At both these venues are seating areas where students can eat their pack lunches or purchased food.

What are the bus arrangements?

Many students attending Appleton often travel to school via bus. Please be aware we no longer offer a school bus service. In recent years this has always proved a lot more expensive for parents than public transport effecting the uptake and how viable this is to offer. There are a number of different bus routes in Benfleet for students to use:

- Z3 - Amazon Tilbury - Southend
- 1 - Southend - Hadleigh - South Benfleet - Thundersley - Rayleigh
- 3 - Chelmsford - East Hanningfield - Rayleigh - Leigh On Sea - Southend
- 21C - Canvey - South Benfleet - Hadleigh
- 21 - Southend - Canvey (Newlands, Creek Road)
- 22 - Canvey (Leigh Beck) - Basildon Bus Station
- 27A - Southend (Travel Centre) - Canvey (Leigh Beck)
- 27 - Southend Travel Centre - Canvey (Leigh Beck)
- 28 - Southend Travel Centre - Basildon Bus Station
- 68 - Leigh On Sea - Westcliff On Sea - Southend Pier (Circular)
- 827 - Southend, Travel Centre - Canvey Leigh Beck

Essex County Council provide free bus passes for students who attend their catchment school but live more than three-miles from the school. For more information and to apply, please follow this website address

<https://www.essex.gov.uk/school-transport>