

May 2022

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- 15<sup>th</sup> June**

We are looking forward to meeting all our new parents on the 15<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.

Your child's Head of Year and the SLT member who will be linked to Year 7 will also be available for you to meet during the Welcome Evening.

### **Student Welcome Days- 27<sup>th</sup> and 28<sup>th</sup> June**

We will be running our face to face student Welcome Days, from 9.00am – 3.00pm on Tuesday 27<sup>th</sup> and Wednesday 28<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.

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](mailto:finance@theappletonschool.org) and we will re-send this for you. I would recommend checking your junk folders first just in case.

Head Teacher: 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)

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.

Using Edulink, you will also need to sign digitally the parental consent form for the trip to Mersea Island, found in the 'Forms' section. You can also complete this by hand and bring to the Welcome Evening with you.

### **Instrumental Lessons**

If you would like your child to have 1-1 or small group instrumental lessons at The Appleton School, please refer to the letter from Essex County Council, attached alongside. In the letter is a link which you can follow to book these lessons. The deadline for this is the 20<sup>th</sup> July.

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.

Assistant Headteacher Transition Lead	Miss B Cooper <a href="mailto:bcooper@theappletonschool.org">bcooper@theappletonschool.org</a>
Curriculum Support	<a href="mailto:curriculumsupport@theappletonschool.org">curriculumsupport@theappletonschool.org</a>
School Nurse	Miss R Sheppard <a href="mailto:rsheppard@theappletonschool.org">rsheppard@theappletonschool.org</a>
General Queries	<a href="mailto:info@theappletonschool.org">info@theappletonschool.org</a>

Yours sincerely



Miss B Cooper  
Assistant Headteacher  
Lead KS2 – KS3 Transition

### Checklist for Parents / Carers

- Set up an Edulink Account (if you have not already) and complete our data forms. The deadline for this was Friday 10<sup>th</sup> April. If you have not yet completed this, a further email from Edulink will be shared with you over the next couple of days. It is imperative we have this information prior to our student Welcome Days.
- Parents to attend the Welcome Evening on the 15<sup>th</sup> June.
- Students to attend the Welcome Days on the 27<sup>th</sup> and 28<sup>th</sup> 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 wish your child to attend the school trip to Essex Outdoors, Mersea Island, complete the online parental consent form on Edulink and submit payment via Iris ParentMail. The deadline for this is the 30<sup>th</sup> June. You can submit a paper copy of your consent from during the parent welcome evening.
- Read the Appleton Community letter and make a voluntary contribution if you wish, via Iris ParentMail
- Sign your child up for instrumental lessons if this is something you would like them to attend. The Deadline for this is the 20<sup>th</sup> July.