

February 2025

Dear Parent/Carer

I hope this letter finds you well and that you are enjoying a restful half term break. The start of the second half of the year has already arrived and it is set to be a busy term for all. We would usually send home our half term newsletter with a selection of features about the wonderful things we have been doing in school and through extracurricular activities. However, due to the short 5-week half term, we have decided to postpone this until the end of the next half term, when we will provide a bumper issue for you to read. As usual, I would like to start with a few reminders and provide you with some key dates for the half term ahead.

### **Expectations at Appleton**

As you are aware, we work hard to maintain high expectations of conduct and behaviour at Appleton Academy and we are proud of the feedback we receive from visitors, which speaks of the warm, calm and focused environment in school. To maintain these high standards, we are writing to ensure that parents have a clear understanding regarding our behaviour expectations and escalation system in readiness for the new term.

Our approach aims to provide students with chances to make better choices and learn from their mistakes to enable them to correct any inappropriate behaviour. Our escalating behaviour system is as follows: If a student is given one negative point in a day, this will result in a 20-minute, after-school detention on the same day. Two negative points leads to a 40-minute detention and three or more results in a 60-minute same day detention.

If a student is issued with a detention after the daily cut-off time of 2.30pm, the detention will be issued for the following school day. If a student fails to attend a scheduled detention, the detention will escalate to the next level. Failure to attend a 60-minute detention will result in the student being removed from circulation for a period of time during the school day and they will then serve the missed detention that evening.

Whilst we would endeavour to call you if your child is given a red, it is not always possible and we would say that, if your child is issued with a detention, this would always have been a last resort, and your child would have received a number of warnings prior to the detention being issued. You will receive a text informing you of their detention with a link to complete a form to allow you to inform us of any genuine concerns you may have about this. Please do not call the office about detentions, as they will not be able to respond to your queries. Please speak to your child to find out why they have been given a detention and discuss how to prevent this in future. If your child's behaviour continues to cause concern, then a member of staff, such as the Assistant Head of Year or Head of Year, will get in touch with you to discuss this in more detail. It is vital that parents support us when sanctions are issued and we would ask that you ensure that your child attends the detention so that they can return to school the following day for a fresh start.

### **Mobile Phones and Other Electronic Devices**

Our expectations around the use of mobile phones and other electronic devices remains that they are 'never seen or heard' while on school premises. This expectation is in place to ensure that these devices do not pose a distraction to learning, or feed into any potential social issues. However, we understand that families may need to contact their children while they travel to and from school for safety reasons. Our policy finds a balance between a family's needs, our expectations and the recent direction from Government that all schools in England and Wales must prohibit the use of these items in lessons, breaks and lunches. Therefore, we are reminding you that if a phone is seen or heard on school premises, it will be confiscated until the end of the school day and a parent will be required to collect it from reception. This is not negotiable and if a child is caught on their phone a second time, they will then be expected to hand this in each day.

## Attendance

Improving attendance and punctuality continues to be a significant priority for all schools, as there are still too many children with poor and intermittent school attendance.

Consistent attendance is essential for several reasons:

1. **Academic Success:** Regular attendance ensures that your child does not miss out on important lessons and activities, which are crucial for their understanding and progress in all subjects.
2. **Social Skills:** Attending school regularly helps your child develop strong social skills by interacting with their peers and teachers, fostering a sense of community and belonging.
3. **Routine and Discipline:** Establishing a routine of daily attendance encourages discipline and a sense of responsibility in your child, which are valuable life skills.
4. **Opportunities and Support:** School provides various opportunities for extracurricular activities, support services, and resources that can enhance your child's learning experience and overall wellbeing.

We are focusing on ensuring that you are regularly informed if we have concerns about the attendance and punctuality of your child, including through letters, texts and meetings in school. This is intended to be a supportive measure to keep you informed if your child may be near to, or reaching, certain thresholds that may trigger further action to improve attendance.

However, we would also like to reassure you that we will always look at each case individually before deciding which action to take to improve a student's attendance. We also look to work with parents to support improvement in attendance before taking a more punitive approach and we would ask that you contact us to discuss any concerns you may have. If you are invited to school to discuss our concerns, then it is important that you attend to avoid further action being taken.

We ask that you comply with the following to support us in working on attendance:

1. Ensure that your child attends school on time at 8.40am every day.
2. If your child is going to absent due to illness, contact the attendance team on 01274 421053 (call or text) or email every day that your child is going to be absent.
3. Avoid booking appointments, e.g. dentists or opticians, during the school day. Any appointments taken during the school day will need to be supported by evidence so that we can categorise these as an authorised absence.

Your support in this matter is greatly appreciated and will significantly contribute to your child's success. Should you wish to discuss this matter further, please contact the attendance team by emailing: [attendanceteam@appletonacademy.co.uk](mailto:attendanceteam@appletonacademy.co.uk).



### Key Dates

Year 11 Mock Exams - w/c Monday 24 February 2025  
Year 10 Families' Evening - Wednesday 26 February 2025 4.30pm to 6.30pm  
World Book Day - Monday 3 March 2025  
Year 10 Hospitality & Catering Practical Exams - w/c Monday 3 March 2025  
Year 10 Scholars Visit to Shipley College – Monday 3 March 2025  
Year 9 Duke of Edinburgh Expeditions - w/c Monday 10 March 2025  
Year 8 Age of Wonder Online Surveys – w/c Monday 10 March 2025  
Year 9 Options Evening - Wednesday 12 March 2025  
Year 9 Age of Wonder Online Surveys - w/c Monday 17 March 2025  
Year 9 Scholars Programme Launch Evening - Thursday 20 March 2025  
Year 10 Age of Wonder Online Surveys - w/c Monday 24 March 2025  
Year 9 Age of Wonder Health Measures - 27 & 28 March 2025  
Year 11 Music and Drama External Assessments - w/c Monday 31 March 2025  
Year 8 Families' Evening - Wednesday 2 April 2025

By working together, we can create a positive learning environment where every student can reach their full potential. If you have any questions or concerns, please don't hesitate to contact us by emailing [info@appletonacademy.co.uk](mailto:info@appletonacademy.co.uk) in the first instance. Thank you for your continued support and partnership in your child's education.

Yours faithfully

Rachel Garlick  
Head of Secondary