

July 2025

Dear Parent/Carer

As we come to the end of another academic year, I would like to take this opportunity to thank you for your ongoing encouragement and support of your children, staff and our school community. It has been an extremely busy and productive year and students have been provided with such a fabulous range of opportunities this year. Our school newsletter highlights some of the amazing things that have happened in just the last term and can be found in the 'Newsletters' section of our website, or via this link: <https://tinyurl.com/3crvrs26>

As we prepare for the break, I would like to remind you of some key information and changes to procedures ahead of September 2025.

### Uniform

This is the time of year when many of you will be renewing items of school uniform, or purchasing your first Appleton uniform for children joining us in September. We realise that some students or parents may feel under pressure to purchase expensive items of footwear or clothing, many of which may not be suitable to be worn in school anyway. We would politely ask that you please ensure you familiarise yourself with our Uniform Policy prior to buying items, particularly as some retailers may advertise items as 'school uniform' which we actually do not accept in school. Our Uniform & Appearance Policy is available on our website. If you are unsure about anything, please email [info@appletonacademy.co.uk](mailto:info@appletonacademy.co.uk) in the first instance and someone will get back to you to provide further advice.

From September, students in Years 7, 8 and 9 will be expected to come to school in their PE kit on the days when they have PE. This will help us reduce the amount of time they spend in the changing room and enable students to get out to lessons much quicker and so prevent their PE time being lost to waiting for everyone to be changed and ready to start the lesson. On these days, in addition to being in Appleton PE kit, students must also wear their school blazer and ensure they have all other equipment with them as usual for other lessons.

### Mobile Phones

We recently wrote to parents to advise you of some significant changes we are making to our Mobile Phone Policy in September. The letter can be read again using this link: <https://tinyurl.com/d5defpdy>.

These changes have been very well received by parents and we are extremely grateful for your support. To ensure that we have a smooth return to school in September, and these changes are implemented effectively, we would be very grateful if you could ensure the following:

- That your child is fully aware of the change of policy, and our use of phone pouches, prior to their return to school in September.
- That you have discussed and clarified our reasons for making these changes with your child and explained that you support our decision.
- That you explain to your child that, should you need to contact them, you will do this through the school using Arbor, a telephone call, or an email sent to [info@appletonacademy.co.uk](mailto:info@appletonacademy.co.uk), which we will then respond to and/or pass information on to your child.
- That you explain that students who refuse to comply with the change in policy and use of phone pouches will receive an appropriate sanction commensurate with our Behaviour for Learning Policy, which may include sanctions up to and including suspension from school.

### Use of Arbor Parent App/Portal

We are extremely pleased that the significant majority of parents are now using the Arbor app or portal to access information and communication between school and home. In the new academic year, we will look to extend how we use Arbor, including to facilitate the booking of appointments at parents/carers' evenings, paying for school meals and trips & visits.

Therefore, we would once again remind you that, if you have not yet signed up to use Arbor, it is essential that you do so during the summer in order to ensure that you can continue to access key services in school. If you are having difficulty accessing Arbor, please refer to the help pages and FAQ on the website, or email [info@appletonacademy.co.uk](mailto:info@appletonacademy.co.uk) and we will get back to you to provide assistance.

### 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. 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. All parents will receive a letter prior to our return in September, outlining your child's current level of attendance and whether we will be monitoring this in September.

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 improving 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.

Measures parents and carers must take to manage their child's attendance include:

- Ensure that your child attends school on time at 8.40am every day.
- 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 they are absent.
- Avoid booking appointments, such as dentists or opticians, during the school day wherever possible. Any appointments taken during the school day will need to be supported by evidence showing the details of the booking, otherwise absence will be marked as unauthorised.

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

### September Return and Details of the Re-opening of School

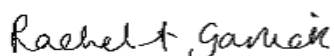
We advised parents and carers that we would stagger our return to school in September to help manage the significant changes to our mobile phone policy and the short period of adjustment our students will need to manage and understand these.

Therefore, our re-opening in September 2025 will now be as follows:

- **Monday 1 September and Tuesday 2 September** – staff INSET Days school closed to all students.
- **Wednesday 3 September 2025** – Induction Day for Years 7 and 11 only (Year 7 must arrive at 8.40am and Year 11 must arrive at 11.15am. Both year groups will finish at 3.20pm). Years 8, 9 and 10 will not attend school on this date.
- **Thursday 4 September 2025** – Years 7 and 11 must arrive at 8.40am. Year 8 must arrive at 9.15am. Year 10 must arrive at 10.45am and Year 9 must arrive at 11.30am. The secondary school day will then proceed as normal for all students until 3.20pm.
- **Friday 5 September 2025** – School returns to normal hours for all secondary students.

All that now remains for me to do is to wish you and everyone at home with you a safe, happy and restful summer break.

Yours faithfully

A handwritten signature in black ink that reads "Rachel Garlick".

Rachel Garlick  
Head of Secondary