

September 2025

Dear Parent/Carer

I hope you and your family have had an enjoyable summer and you are ready for the return to school. As we prepare for the new academic year, I thought it would be beneficial to send out some reminders in preparation for the first day back on Wednesday 3 September 2025.

The Primary School Day

Primary children start school at 8.25am and finish at 3.00pm. Please ensure that you are on time to drop off and collect your child, as lateness not only affects your child but causes significant disruption to other staff and children.

In a morning, all children have learning tasks to complete on entry to the classroom. If your child arrives late, they not only miss this part of their learning but disrupt the learning of others.

At the end of the school day all teachers have work to do and meetings to attend. It is vital that your child is collected on time so that they can continue this work.

Attendance

It is crucial that your child has good attendance so that they are able to make the best possible progress. Last year, we continued to have a high percentage of children who were absent on regular occasions, which resulted in them having unsatisfactory attendance and being persistently absent (below 90%).

We will continue to monitor, meet with and work with parents where attendance and/or punctuality is a concern so that all children are able to make the most of their education. If you have any concerns around your child's attendance, please contact school to discuss this further.

Uniform

All children should be arriving in full school uniform every day, including wearing black school shoes. Our Uniform Policy can be found on our website and we ask you to please ensure you are familiar with this and that your child's uniform meets the requirements it sets out.

Please also be aware that children in primary should not be wearing make-up, nail varnish or fake tattoos for school. If your child is wearing earrings, these must be studs only.

We will be monitoring uniform on our return to school and contacting parents to discuss your child's appearance if this does not meet the expectations of our Uniform Policy.

Toys/Bags

Please ensure that your child leaves all toys at home. This includes pencil cases/pencils etc. Please can you also ensure that book bags do not have toy keyrings on them.

The classrooms have limited cloakroom space, so we ask that you please ensure that your child is not bringing in bulky backpacks or large handbags. The children only need to bring in their book bag and a small bag for their PE kit and a sandwich box if they have packed lunches.



Arbor App

We are extremely pleased that the significant majority of parents and carers are now using the Arbor app or portal to access information and letters regarding their child's education. During the new academic year, we will look to make even more use of Arbor, including using this to manage parents' evening and book appointments with staff, paying for school meals and trips. Therefore, it is vital that all parents and carers sign up to use the app or portal as soon as possible before the start of the new school year (if you have not already done so). Our website has an Arbor section, where details about how to sign up and other helpful information can be found: <https://appletonacademy.co.uk/arbor-parent-app/>.

Key Dates

We will be starting our 'Meet the Teacher' meetings in September, where you will have the opportunity to meet your child's teacher and find out about the curriculum in their year. We will also be holding 'Open Classroom' events later in the half term to give you an opportunity to come into the class and see the work your child is doing. Dates for both of these and other key dates will be sent out shortly.

We are all looking forward to welcoming our families back to school and having another successful school year.

Yours faithfully

A handwritten signature in dark ink, appearing to read 'J. L. Clayton'.

J Clayton
Head of Primary