

December 2025

Dear Parent/Carer

We would like to take this opportunity to remind you how to contact key staff in school. For those of you with children in primary, your first point of contact is your child's class teacher. For parents of children in secondary, you can contact one of the following Heads of Year, or Assistant Heads of Year, in the first instance:

Year 7	Head of Year – Miss Crookes Assistant Head of Year – Miss Wykez
Year 8	Head of Year – Mrs Ashton Assistant Head of Year – Miss Blay
Year 9	Head of Year – Mrs Griffin/Miss Douglas Assistant Head of Year – Mr Naylor
Year 10	Head of Year – Mr Martin Assistant Head of Year – Mr Brogan
Year 11	Head of Year – Mr Bellwood Assistant Head of Year – Mr Hargreaves

If you wish to make a complaint or tell us about something we got right, please email info@appletonacademy.co.uk and follow the process set out in the complaint policy. This is also the email address to use for general enquiries in the first instance. You can also call us on 01274 600550. However, an email is often the best way to get in touch. Parents also have the option to submit queries via the Arbor App/Portal.

We would politely ask that you ensure that you direct your enquiry to the correct member of staff and that you do not send a query to a member of staff you might have had some previous contact with. Directing your query to the appropriate member of staff ensures that this can be logged and we can track the response to it. It also allows the correct person to deal with it as quickly as possible.

We would like to thank you for your continuing support.

Yours faithfully



Ms H Jones
Executive Headteacher