

July 2026

Dear Parent/Carer

As we come to the end of another academic year, I would like to thank you for your ongoing encouragement and support. It has been an extremely busy and productive year and students have had such a fabulous range of opportunities that they have participated in.

I would like to take this opportunity to remind you about some important information ahead of September.

Uniform

This is the time of year when many of you will be thinking of renewing items of school uniform. We would ask that you familiarise yourself with our uniform requirements prior to buying items as sometimes retailers advertise items as being approved school uniform which we do not accept. A copy of our uniform policy is available on our website and has been updated following some recent changes approved by governors. I will provide some brief information about those changes as follows:

From September students in secondary will be able to wear black or grey trousers (not leggings and not flared trousers). Students will be able to wear plain black footwear in the form of both shoes or trainers. These must be completely black without any markings or logos – examples of acceptable footwear can be found in the policy document.

There have also been some changes to the PE kit as we move to a new style of PE top but students can continue to wear the current one for now. Students will be expected to wear the PE kit as it is outlined in the policy and no other type of sportswear will be acceptable. Next year students in Years 7, 8 and Y9 will no longer come to school in their PE kit on days that they have PE. They will come to school in normal uniform and will change for PE, which is a return to our former policy.

We will be holding a much firmer line with regard to uniform next academic year and I would ask for your support in ensuring students are ready for September. If you are struggling to buy uniform please contact us as we may be able to support you.

Mobile Phones

We would like to remind you that all students are expected to put their mobile phones in a pouch on entry to school. We would like to thank you for the overwhelming support you have shown for our approach to mobile phones this year. It has certainly made a difference for students and staff.

Use of Arbor parent app and portal

We are extremely pleased that the majority of parents are now using the app or portal to access information and letters. In the new academic year, we will continue to use Arbor as our primary source of contact and therefore, it is vital that all parents have signed up to use this. It is also essential that parents have Arbor available to them in order to pay for goods and services, as we are a cashless school and cannot make any exceptions to this. If you are having difficulty accessing the app please see the help page on our website or email info@appletonacademy.co.uk in the first instance.

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 in the two weeks prior to our return to school in September. This will outline your child's level of attendance for 2025/26 and whether we will be monitoring their attendance more closely 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.

We ask that you ensure you take the following steps to support us:

- Ensure that your child attends school on time at 8.40am every day.
- If your child is going to be absent due to illness, contact the attendance team on 01274 421053 (call or text) or email on every day of the absence.
- Avoid booking routine appointments, e.g. medical or dental during the school day. Any appointments taken during the school day will need to be evidenced with an appointment letter or similar or this will be classified as an unauthorised absence.

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

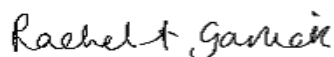
September return and the re-opening of school

Our re-opening in September 2026 is as follows:

- Tuesday 1 September and Wednesday 2 September – staff INSET Days and no students are expected to attend.
- Thursday 3 September – Induction Day for **Year 7 only (all other secondary students will not attend school)**. **Year 7 to arrive at 8.40am** and will finish at the normal time of 3.20pm
- Friday 4 September – **Year 7 arrive at 8.40am. Year 11 will commence the school year and should arrive at 9.15am.** The school day will finish at 3.20pm for Years 7 and 11 students.
- Monday 7 September - **All students return. Years 7 and Year 11 should arrive at 8.40am. Years 8, 9 and 10 should arrive at 9.15am.**

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

Yours faithfully



Rachel Garlick
Head of Secondary