

July 2026

Dear Parent/Carer

We would like to offer you a warm welcome to Appleton Academy - we look forward to your child joining us in September. I am writing to outline some key information ahead of the start of the 2026-2027 school year.

September Start

School opens for Year 7 students on Thursday 3 September 2026, which will be an induction day for our Year 7 cohort. Students will be expected to arrive at 8.40am for an 8.45am entry to school. On their first day, students will spend time with their form tutor during which they will receive their journal and tie. There will be lessons on that day, as well as a tour of the school and a chance to get to know staff.

At the end of that day, between 3.30pm and 4.30pm, we will host a 'meet the tutor' event providing parents and carers with the opportunity to come to school to say hello to your child's form tutor. You will also be able to speak to other key staff including the Head of Year 7, Miss Crookes, and the Assistant Head of Year, Mrs Wykez, as well as the Senior Leadership Team.

Uniform

Please note that our uniform policy has been updated and can be found on the website here: <https://tinyurl.com/369mmnsy>.

Key changes are as follows:

Students in secondary will be able to wear black or grey trousers (not leggings and not flared trousers). We have also updated our footwear expectations and students will now be able to wear plain black footwear that includes either shoes or trainers. However, these must be completely black and without any visible markings or logos.

Students will be expected to wear the school's PE kit as outlined in the policy. No other form of sportswear apart from the PE kit will be permitted from September. We will also be reverting back to students coming to school in their normal school uniform on PE days and changing for their lessons when they need to.

Mobile Phones

Appleton Academy do not allow the use of mobile phones in school. Your child will be given an Appleton Academy designed mobile phone pouch as they enter the building each day. They will put their phone, and ear buds, into the pouch and lock it before putting the pouch into the inside pocket of their blazer and starting their day. Your child will not be able to access their phone until they leave the building. As pupils exit, they will use an unlocking device provided by staff to open the mobile phone pouch. Once they have retrieved their phone, the pouch will then be collected from them by staff and remains in school until the next day.

If your child has a medical condition that requires them to wear a medical device or use their mobile phone to monitor this, please contact school so that we can discuss arrangements and support for your child. For more information about our mobile phone policy, please read this letter: <https://appletonacademy.co.uk/wp-content/uploads/2025/07/Phone-Pouch-Parent-Letter-July-2025-2.pdf>

Use of the Arbor Parent App/Online Portal

School will communicate all information to parents and manage school meals, visits and other financial transactions via Arbor. All parents must either download the Arbor app (if your phone is compatible), or use the online portal to set up your parent account and enable you to access these services. The Academy is completely cashless and we are not able to make individual arrangements for parents who refuse to use Arbor for any reason.

If you are having difficulty accessing the app or logging in, please see guidance and advice on our website, which can be accessed via this link: <https://appletonacademy.co.uk/arbor-parent-app/> You may also email info@appletonacademy.co.uk and a member of staff will contact you to discuss this.

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 will contact you regularly to ensure that you are informed if we have concerns about the attendance and/or punctuality of your child, including through letters, in-app messages and meetings in school.

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 work with parents and carers 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 attendance, then it is important that you attend to avoid further action being taken.

We ask that you follow the guidance below to support school with attendance:

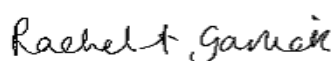
- Ensure that your child attends school on time at 8.40am every day.
- If your child is going to absent due to illness, contact the attendance team on 01274 421053 (call or text), email attendanceteam@appletonacademy.co.uk, or send an in-app message via Arbor on **every day of the absence**.
- Avoid booking routine appointments, e.g. with the dentist, doctor or opticians during the school day. Any appointments taken during the school day will need to be supported by evidence 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.

If you have any concerns or questions over the summer holiday, please send an in-app message or email and we will endeavour to answer your query within a few days. Please note that not all staff work over the summer holidays so responses may take a little longer than usual. We will write to you again towards the end of the summer with reminders ahead of the September re-opening of school to students.

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

Yours faithfully

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

Rachel Garlick
Head of Secondary