

Dear Parents and Carers,

A very warm welcome to Applemore College.

I am immensely proud to be Headteacher of this values-led, passionate, caring, and ambitious school, in the heart of the New Forest community.

Applemore College is a family. We promote positivity, empowerment and create possibilities for our community to thrive and are always looking for opportunities to celebrate success.

We take time to know each of our students as individuals and guide them to achieve. We create lifelong memories through our commitment to whole school productions, concerts and leadership opportunities and invest heavily in our extra-curricular offer, with trips, visits and club's integral to students' everyday experience. We work in partnership with our families and ensure that they too can share in their child's achievements.

Through driving the values of: Believe, Respect and Determination, we work hard to get the best of each other. We work hard to ensure our students are confident, kind, happy and successful; equipped with the tools they need to live safe, happy and successful future lives.

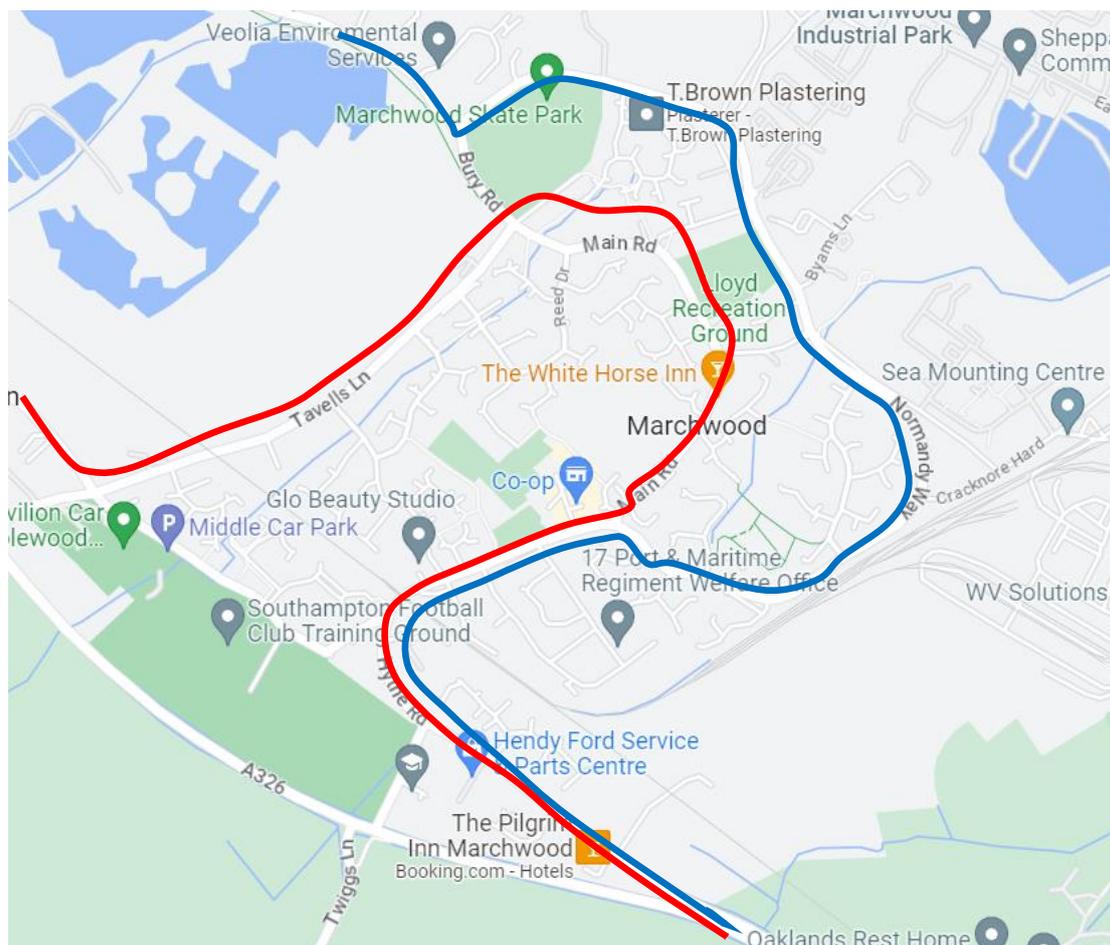
Our staff are committed, passionate, and really care.

We warmly welcome you to be part of your child's 5-year journey with us and cannot wait to see you all more formally in September.

Very best wishes,

Ms Clare Williams
Headteacher

Bus Routes to Applemore College



From Marchwood Village – School Bus 538 or 539

538 from Pooksgreen (07:45), White Horse (07:48), Marchwood Church (07:50), Pilgrim Inn (07:52) - Arrive at school grounds (07:58)

539 from Admiralty Way (07:45), Shorefield Road (07:46), White Horse (07:48), Marchwood Church (07:50), Pilgrim Inn (07:52) - Arrive at school grounds (07:58)

Afternoon 538 and 539 depart from inside school grounds at 15:10

From Blackfield, Holbury & Netley View – Bluestar 9

Fawley Square (07:25), Langley Farm (07:35), Blackfield X (07:40), Holbury Drove Shops (07:45), Netley View (07:51) - Arrive at Applemore Tesco (08:13)

Afternoon Bluestar 9 departs from Applemore Tesco at 15:11 or 15:36

From Southampton, Totton (8 only), Rushington Roundabout – Bluestar 8 or 9

Bluestar 8 from West Quay (07:25), Millbrook Roundabout (07:39), Totton opposite RC Church (07:45), Rushington Roundabout (07:52) - Arrive at Applemore Tesco (08:15)

Afternoon Bluestar 8 leaves from Applemore Tesco at 15:58

Afternoon Bluestar 9 leaves from Applemore Tesco at 15:24 or 15:54

Please contact Bluestar directly if you have any questions

Bluestar Customer Services: **01202 338421**

Transport Applications and Bus Information

Students who live in Marchwood are automatically entitled to a free bus pass.

Students that live in other areas may be eligible for a free bus pass if they receive free school meals, depending on the distance from home to school and whether Applemore College is within catchment.

Please use the link below to apply for free school transport:

<https://www.hants.gov.uk/educationandlearning/schooltransport/apply>

If your child has LOST their bus pass and you need a REPLACEMENT, please email accounts@GoSouthCoast.co.uk
The cost to replace is £25.

If your child is not eligible for free school transport, then please contact Bluestar directly for information on ticket prices and bus routes/times:

Customer Services: **01202 338421**
Key & App Helpline: **01202 678100**

Monday to Friday 0800 – 1830

managersmailbox@bluestarbus.co.uk

Bluestar Travel Shop
Bargate Street
Southampton
SO14 2DA

Monday to Friday 0900 - 1700
Saturday 1000 - 1400

Attendance

Good attendance is essential if students are to take full advantage of the opportunities offered by the school and gain the appropriate skills and knowledge that will equip them for life.

We would respectfully remind parents that it is their responsibility to ensure their child's regular attendance, including their punctual arrival at school.

Parents are asked to telephone the school and leave a message on the absence line for every day of their child's absence. If the school is not notified, office staff will contact parents to confirm the reason for absence.

Parents can be asked to provide medical evidence for students who have regular absences due to illness.

Applemore believes that avoidable absence, including holiday leave during term time, hinders a child's educational progress and research has shown that often these students will have significant gaps in their learning, which in some cases can never be filled.

School absence falls into one of two categories; **authorised**, those we can give you permission for and **unauthorised**, those which we cannot.

Examples of absences which we are unlikely to authorise can include:

- Inadequate clothing for school
- Problems with transport
- School refusal or truancy
- Days off for birthdays, shopping trips
- Family holiday during term time
- Siblings being unwell

Schools have been directed to issue legal fines to parents of children with poor school attendance and punctuality, where the child has been:

- Absent for 10 or more half day sessions (five school days) of unauthorised absences during any 100 possible school sessions (these do not need to be consecutive)
- Persistently late (coded U) for up to 10 sessions (five school days) after the register has been closed
- Persistently late before the close of register (coded L), but the school has met/spoken with parents and has clearly

communicated that they will categorise as unauthorised any further lateness (code will then be changed to O) and where the threshold of 10 sessions (five school days) are met

- Absent for any public examinations or other examinations, formal school assessments/tests, of which dates are published in advance

Due to the changes in the law Headteachers can no longer grant any leave of absence or holidays during term time, unless there are exceptional circumstances for this. Where a child already has low attendance, a holiday in term time even due to exceptional circumstances would not normally be agreed. However, should you need to apply to take your child out of school during term time, you will be expected to complete a 'Student Leave of Absence' form, available from Reception, which will be filed on your child's school record to explain the reasons for unauthorised absence.

We are here to support you and understand the difficulties that some parents can face, and we will work with you. Trust the experience of the school staff and share with them any concerns you may have.

At Applemore we feel that the best way to ensure regular attendance is to continue to provide a caring and rewarding environment in which all of our students can succeed and enjoy learning.



School Trips

During your child's time at Applemore they will be offered the opportunity to participate in a number of trips and activities.

Please complete a consent form using the following link so that we have your permission to take your child on school trips throughout their time with us:

<https://forms.office.com/e/kUHqsfAjAc>

Ways to pay for school trips:

1. Scopay online payment system - letters with login details will be sent out at the beginning of the autumn term. We strongly suggest using this method for all trips and for your child's canteen account.
2. Cash and cheques should be taken to the Finance Office. Cheques are payable to Applemore College.

Student Cyclists

All cyclists must wear safety helmets.

We would suggest parents provide a padlock.

The school cannot accept responsibility for any theft or damage.



School Uniform for all Students

All items of clothing should be named.

- Applemore jumper or blazer
- Plain white shirt (not polo shirt)
- Applemore tie (in the appropriate House colour)
- Applemore skirt

OR

- Plain black trousers (jeans and leggings are **NOT** permitted)
Any belts should be plain black
- Plain socks (white or black) or plain tights (natural or black)
- Black shoes (boots are not permitted)
- Tailored plain black shorts can be worn in the summer months

PE Kit

Essential items

- PE top
- Navy shorts
- Swimwear – trunks or one-piece costume
- Trainers – appropriate for astro-turf use, having a non-marking sole

Recommended items

- Football boots – appropriate for astro-turf use
- Shin pads
- Tracksuit bottoms or appropriate sports leggings – black or navy

Appearance

Jewellery

- Students can wear one pair of small plain stud earrings. Hoop earrings, 'drop' earrings, other forms of body piercings, necklaces and bracelets are not permitted

Make-up

- Discreet make-up may be worn
- Nail varnish and acrylic nails are not to be worn

Hair

- Colours or extreme styles, including hair extensions, tramlines, beading or other accessories are not permitted

Footwear Guide:

Acceptable: Plain black



Not acceptable: Logos (other than black), boots



Applemore Canteen

The canteen operates a cashless system.

Parents can view the purchases their child has made.

Students entitled to free meals will have a daily credit automatically applied to their account, so that the entitlement remains completely confidential.

Students can check the balance on their account by using the terminal located in Reception.

School Meals

The school canteen is open each day at the following times:

Breakfast	8.00am	-	8.25am
Break	11.00am	-	11.25am
Lunch	1.25pm	-	2.00pm

Weekly menus are displayed in the canteen and also on the school website.

Packed lunches may be eaten either in the canteen, outside or in tutor rooms, subject to conditions negotiated with individual Tutors.



Free School Meals

Eligibility

Free School Meals are available only to children whose parents/guardians are in receipt of the following benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit) and have an annual gross income of no more than £16,190
- Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit

Application

To complete an application, you will need to provide:

- Your own name and date of birth
- Contact details
- National Insurance Number or National Asylum Seekers Number
- Child's name and date of birth
- School your child is attending/will attend.

To make an application, please visit: www.cloudforedu.org.uk/ofsm/hants

If you are unable to access the online application form, please call the Catering Support Team at Hampshire County Council on **0370 779 6886** and they will make an application on your behalf.

For all queries relating to Free School Meals, please contact Mrs Ashley by phone or email: b.ashley@applemore.hants.sch.uk

Administration of Medicines

We have a School Nurse and a number of staff who are qualified First Aiders. These staff, however, may not administer any form of medication at any time but may oversee self-administration (subject to permission and details from parent/carer). In order to comply with legal requirements we have to seek this permission from you. We know that there are occasions when students may require basic medication for a headache or other minor discomfort and for this purpose you may send some in, clearly marked with the student's name. These will be kept in a locked cupboard. Ibuprofen cannot be stored for any student under the age of 16 unless prescribed by the GP and evidence is provided.

Unless this form is completed we cannot hold or administer any form of prescribed drug. We must stress that, with the exception of inhalers and epipens which should be carried by the student, all medicines (including antihistamine, migraine medication) must be handed to the School Nurse where they will be kept in a secure place until required by your child.

Completion of a drugs administration form is a legal requirement and is in the best interests of your child.

Please provide associated paperwork of medical conditions from GP or Hospital to enable our staff to provide the relevant support for your child. If you wish to discuss your child's medical needs or condition, please contact the School Nurse: t.orwin@applemore.hants.sch.uk

Learning Resource Centre (LRC)

Our fantastic Librarian is on hand to assist and continue to foster a love for reading which we all know is crucial for children's development.

A student may borrow two books, either fiction or non-fiction at any time. The books may be borrowed for a period of two weeks but can be renewed if required.

At break time and lunchtime, the LRC is open for research, book exchange, quiet study, and use of computers. To maintain his excellent facility, no food or drink may be consumed in the LRC.

English lessons take place in the LRC once a fortnight, but students are given the opportunity to read each day. Students may use the LRC during lesson time with their teacher's permission. A short-term loan is possible for students who wish to borrow a book for a lesson

Fiction There are over eight thousand books in the LRC for students to borrow! Books are arranged in alphabetical order by author's name.

Non-fiction Books are arranged in subject classification order, known as the Dewey system. Charts are on the wall to show you where to look for books using the number referring to that subject.

E - Books Students are given access to free E-Books via the SORA app available 24/7. There are over three thousand five hundred books available, along with audio books.

Reference This area holds books that all students may use but are not available on loan from the LRC. Book boxes are provided to support the curriculum.

In addition to the 8,000 books the LRC has newspapers, magazines, revision guides, sixth form prospectuses and careers information. Some books are available in large print format and books suitable for all reading ages and student needs e.g. dyslexia.

Students with overdue books are sent regular reminders and the last resort is a letter home to enlist parents' support in returning the book. Students are asked to pay for books lost or supply a suitable replacement.