



Hamilton Academy
ESPRIT Multi Academy Trust
Barthomley Road, Birches Head, Stoke-on-Trent, ST1 6NW
Telephone: 01782 234420 Email: hamilton@espritmat.org
Principal & Deputy Designated Child Protection Officer: Mrs Y Glaister



'Every child deserves to be the best they can be'

Ref: EYFS / Induction

14th March 2022

Dear Parents/Carers

It is with great pleasure that we welcome you and your child to Hamilton Academy, where we pride ourselves on being a MAGICal, nurturing academy. We look forward to you joining our wonderful community and promise that we are dedicated to working with you for the benefit of your child.

As an academy, we are committed to a smooth and timely transition that allows each child to settle in, get to know their teacher and make new friends. Our transition plan is outlined below:

A home visit will be scheduled before your child starts in April. This will take place on Monday 21st March and the time of your child's visit will be communicated with you shortly. This will be a fantastic opportunity for you and your child to meet the Nursery staff. It will also be a chance to say hello, ask any questions and for the staff to take a picture of your child to use on a 'welcome' display in the Nursery. *(On arrival staff will ask if anyone has Coronavirus or Coronavirus symptoms. Should anyone in your household have Coronavirus or Coronavirus symptoms staff will not attend the visit and they will complete a phone call instead. Where possible, please communicate this with school ahead of the visit).*

The transition in April is scheduled as follows:

- **25.04.22 - 26.04.22**, your child will attend by themselves from 8:55-10:00 (am/full time pupils), 1:25-2:30 (pm pupils)
- **27.04.22 – 28.04.22**, your child will attend by themselves from 8:55-11:00 (am/full time pupils), 1:00-2:30 (pm pupils)
- **29.04.22 and 02.05.22**, your child will attend by themselves from 8:40am- 11:40am (am/full time pupils), 11:40-2:40 (pm pupils). **Nursery have lunch from 11:45am and children who are attending the pm session will have lunch.**
- **03.05.22 onwards**, your child will attend their regular hours. If your child is attending part-time they will attend by themselves from either 8:40am-11:40am or 11:40am-2:40pm. If they are full-time, children will attend by themselves from 8.40am-2:40pm. **Nursery have lunch from 11:45am and children who are attending all day or the pm session will have lunch.**

These transition times depend on how your child settles, the Nursery team will review how your child has settled and amend your child's time accordingly. We will happily discuss and agree individual induction plans if needed.

School lunches can be provided at a cost of £2.30 per day payable in advance on parent pay or your child can bring their own packed lunch.



PLEASE UPDATE THE ACADEMY OFFICE IF YOUR CONTACT DETAILS CHANGE



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Please contact the academy office via hamilton@espritmat.org / 01782 234420 if you have any questions. You can also contact Mrs Robinson our Early Years Leader or Miss Shingler our Nursery Manger on Class Dojo.

"Every adventure requires a first step." – Alice In Wonderland

Regards

Y. Glaister

Academy Principal



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