



**Hamilton Academy
ESPRIT Multi Academy Trust**

Barthomley Road, Birches Head, Stoke-on-Trent, ST1 6NW
Telephone: 01782 234420 Email: hamilton@espritmat.org



Executive Principal & Designated Child Protection Officer: Mrs S Moran
Academy Principal & Deputy Designated Child Protection Officer: Mrs Y Glaister

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

Ref: YG.MW.End of year letter

Dear Parents/Carers

Here we are again, another end to an academic year! This year has certainly been a roller-coaster. We, including yourselves, have had to plan and adapt to situations we never imagined we would have to. I am so proud of how everyone has coped, especially the children and yourselves in these unprecedented times.

I am sorry that this is an unusually long letter, but I need to inform you about some important changes ahead of the return in September to ensure we are following government guidance and keeping every one safe.

A huge thank you to all of you for taking on the role of educator in your home during lockdown. You all did an amazing job. I enjoyed seeing all of the photographs of your outdoor activities, which included den making, mini beast hunts, gardening as well as outdoor picnics. The super work pictures you sent in, which varied from baking cakes, drawing story maps as well as your super writing, impressed me too. Well done to all of you who also managed to log on to the online learning and complete the challenges set there too.

I know you will all join me when I say a huge thank you to all of the staff in the academy from the senior leaders, teachers, support staff, administration staff, safeguarding staff, site staff, lunchtime/kitchen staff and BASC staff. They have all shown an amazing 'can do' attitude throughout Lockdown. We could not have provided the home learning and on site provision without each and every one of them. Also a huge thank you to our Executive Principal, Mrs Moran, who has driven forward (with many sleepless nights!) the planning and risk assessments to ensure all of the children, parents and staff have been as safe as we possibly could be.

It has been lovely welcoming so many children back from Nursery, Reception and Year 1. The resilience the children have shown during this time and the smiles on their faces has been lovely to see. Although Year 2 was not a priority year group to attend school, we managed to plan a picnic for our Year 2 children for them to see their friends, play a few games and say goodbye to their teachers. Good luck to all of our Year 2 children, you have made your teachers and me very proud! Luckily, many of them are attending Grove so I will still manage to wave to them when I see them from time to time. As soon as the government guidance allows it, the Year 2 teachers will arrange to see them at Grove in September to see how they have settled into their new school.

I would like to say a fond farewell to Miss Delves who has worked as a keyworker in the nursery throughout this year. She has been a great asset to the 'Hamilton team' and we will all miss her terribly (especially for her ICT skills!). However, I am sure you will join me in wishing her luck in her next venture



PLEASE UPDATE THE ACADEMY OFFICE IF YOUR CONTACT DETAILS CHANGE



Hamilton Academy
ESPRIT Multi Academy Trust

Barthomley Road, Birches Head, Stoke-on-Trent, ST1 6NW
Telephone: 01782 234420 Email: hamilton@espritmat.org



Executive Principal & Designated Child Protection Officer: Mrs S Moran
Academy Principal & Deputy Designated Child Protection Officer: Mrs Y Glaister

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

– she is continuing her journey into becoming a teacher. I would like to welcome Mrs Wood into our nursery team; many of you will have seen her already in the nursery bubble and on Facebook reading stories as well as on our Hamilton video. She joined the Hamilton nursery team at Easter during lockdown.

This year, as the children cannot meet their teachers and friends in their new classes, as they normally would do, the teachers have been busy recording videos to say hello to the children who will be in their class in September. I know you and your child will be extremely nervous about their transition to their new classes in September, but please be assured the teachers are planning lovely wellbeing activities for the first few days back. This will help them make friends and feel part of their new 'class family bubble'. These videos are now on Class Dojo for your child to "meet" their teacher.

You should also have received your child's school report, which focusses on their achievements up until the school closure in March. You should be receiving these via class dojo so if you have not signed up to class dojo, please do so urgently. If you have not received your child's report please contact the teacher via class dojo.

September

We are looking forward to welcoming all of our children back in September, including the children who will be new to our school such as our new nursery intake. However, even though the government guidance for September is for the school to be open 5 days a week for all children, they have stipulated 35 pages worth of guidance we have to adhere to in order to maximise the safety of your children, yourselves as well as our staff, so we have a big challenge on our hands. In order to communicate all of the changed expectations to parents, we are currently updating our **Parent's Handbook**, which all parents must read and agree to follow in order for us to keep our Hamilton family safe. Once finalised, this will be published on our website.

We are currently creating risk assessments to ensure that we are adhering to all of the government guidelines so that the school can open safely. Some of the measures we will be putting in place include year group bubbles. This will mean that children will not mix with other children outside of their year group. Desks will be forward facing to reduce the transmission of droplets between each other. Rigorous procedures will continue to be in place for regular handwashing, which include arrival at school, when they return from break, before and after snack time and lunchtime and, between moving to and from the Read Write Inc groups within their year group bubbles.

As Mrs Moran has already mentioned in her Executive Principal letter last week, the government has announced that **attendance** in September will be compulsory. Therefore, the academy attendance policy will be resuming. This means that we will be expecting all children to attend school on time every day in September. The government have clearly stated they are reintroducing issuing fines for non-attendance and these will be up to £120. It is important that the children attend school every day so the



PLEASE UPDATE THE ACADEMY OFFICE IF YOUR CONTACT DETAILS CHANGE



**Hamilton Academy
ESPRIT Multi Academy Trust**

**Barthomley Road, Birches Head, Stoke-on-Trent, ST1 6NW
Telephone: 01782 234420 Email: hamilton@espritmat.org**



**Executive Principal & Designated Child Protection Officer: Mrs S Moran
Academy Principal & Deputy Designated Child Protection Officer: Mrs Y Glaister**

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

teachers can ensure they close any gaps in learning and the children can all reach their full potential. If your child is unwell then you will need to contact the school office as per the attendance policy to inform the school in the usual way.

In order for the academy to fulfil all of the government guidelines to ensure the safety of all, it has been necessary to change the beginning and end of the school day times. This is to avoid rush hour and other schools times within the local area, as well as ensure the school has an enhanced clean each day to help control the spread of the virus. Our core hours will be **8:45 to 2:15**, however during the pandemic the guidance is to stagger the arrival and drop off times as we do now, to minimise contact between people and groups mixing, as well as to reduce gathering outside of school gates.

The timetable below shows arrival and dismissal times for each year group.

Year group	Arrival time	Collection Time
Y2	9:00	2:20
Y1	8:55	2:15
YR	8:50	2:10
YN (once induction completed)	8:45	11:45 part time pupils 2:45 full time pupils

It is important that you arrive on time for the start of the day and for the collection time at the end of the day as there is only 5 minutes between each year group due to year group bubbles not being permitted to mix as per the government guidelines. If your child misses their entry time, they **MUST NOT** enter with another bubble. They will need to wait until the end of the allocated times for bubbles. The government's scientific advice has stated that there is no need for in-class social-distancing for primary pupils. Teachers and support staff are advised to minimise the time they are closer than 1 metre to anyone and stay away from colleagues as much as possible as if in a supermarket. This will be challenging for us. However, we have got to try to adapt to this 'new normal'. We respectfully ask parents to keep 2 meters away when approaching staff on the gate.

Government guidance is very clear that parents are not to be permitted onto the school premises without an appointment to help minimise contact between people. Therefore, face to face conversations on arrival and dismissal times will not be permitted. If you need to communicate to staff, please continue using the class dojo, email or ring the office for all enquires and messages. All meetings in school will need to be by appointment only. You can phone or email the office and arrange a time to speak to a member of staff if you need to (or use Class Dojo). Please be mindful of staff working hours if you are contacting them through class dojo.

When the children return to school, we will be expecting them to be wearing full school uniform. This will help support the transition from home to school and support with routines for the children. You can



PLEASE UPDATE THE ACADEMY OFFICE IF YOUR CONTACT DETAILS CHANGE



Hamilton Academy
ESPRIT Multi Academy Trust

Barthomley Road, Birches Head, Stoke-on-Trent, ST1 6NW
Telephone: 01782 234420 Email: hamilton@espritmat.org



Executive Principal & Designated Child Protection Officer: Mrs S Moran
Academy Principal & Deputy Designated Child Protection Officer: Mrs Y Glaister

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

find the uniform policy on the website for further details. **No large rucksacks will be permitted**, only a small book bag to carry essentials such as sunhat, sun cream and reading book this is to help minimise the risk of transmitting the virus so they can be stored safely.

We will be involved in the NHS Test and Trace system and swift action will be taken if required. Your child's safety is of paramount importance to us. Please trust us when we say that we will do everything we can to minimise risks in school. Face coverings in school will not be allowed following Public Health England advice. In the event of a local lockdown, on-line home learning will resume, using a range of platforms.

Finally, our teachers will do what they do best and in September, they will wave their MAGIC wands to create amazing safe environments for all children, teach to their gaps, focus on their wellbeing and their reading, phonics, writing and maths skills.

Have an amazing holiday, stay safe, and I look forward to welcoming all of the children on Thursday 3rd September.

Y. Glaister

Mrs Glaister
Academy Principal



PLEASE UPDATE THE ACADEMY OFFICE IF YOUR CONTACT DETAILS CHANGE