



**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
Principal & Deputy Designated Child Protection Officer: Mrs Y Glaister**

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

Ref: Nursery Induction

July 2021

Dear Parents/Carers

We are writing to inform you of the induction process for your child in September. We would like to thank you for your patience and understanding whilst we finalised our arrangements in line with the Government guidance. Our induction process is planned in line with this guidance, however, should circumstances change before September, we will communicate with you using Class Dojo and text messages as soon as possible. We hope you have managed to familiarise yourselves with Class Dojo and have been able to 'virtually' meet some of the staff. Myself and the Foundation Stage staff are very excited to meet you and your child and welcome you to Hamilton Academy.

Following on from this, your child's transition into the Nursery is as follows:-

For new to school children:

- **w/c 30.08.21, on Thursday and Friday**, your child will attend school by themselves from 9.05am-10.05am.
- **w/c 06.09.21**, your child will attend by themselves from 9.05am-11.00am on **Monday, Tuesday and Wednesday**. On **Thursday and Friday** your child will attend by themselves from 8.40am-11.40am or 11.40am – 2.40pm, if your child is part time. School lunches will start for children, who are full time or afternoon part time, on Thursday and Friday as lunchtime for Nursery children is 11.45am-12.15pm. Lunches can be paid for via Parent Pay or alternatively your child can bring sandwiches. If your child is a part time morning child, they will not have a lunch at school as they leave at 11.40am.
- **w/c 13.09.21, if your child is part time, they will attend their part time hours (morning or afternoon) from Monday. If your child is full time, your child will attend by themselves from 8.40am-1.30pm on Monday and Tuesday.**
- From **Wednesday**, all children will stay for their full or part time hours.
 - 8:40am – 11:40am **OR** 11.40am – 2.40pm if part time
 - 8:40am - 2:40pm if full time

For our current Rising 3 children:

- Starting Thursday 2nd September, children will attend their planned hours of
 - 8:40am – 11:40am **OR** 11.40am – 2.40pm if part time. (Lunchtime will be for afternoon children only).
 - 8:40am - 2:40pm if full time



PLEASE UPDATE THE ACADEMY OFFICE IF YOUR CONTACT DETAILS CHANGE



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These transition times will be flexible depending on how your child settles and we will happily discuss and agree individual induction plans if needed. At each stage of the induction process, the Nursery team will review how your child has settled and amend your child's time accordingly.

We look forward to seeing you and your child soon.

Regards

Mrs Robinson (Deputy Principal/EYFS lead)



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