



**Hamilton Academy  
ESPRIT Multi Academy Trust**

**Barthomley Road, Birches Head, Stoke-on-Trent, ST1 6NW  
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**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: Reception 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.

The transition in September is scheduled as follows:-

- **On Thursday 2<sup>nd</sup> September**, children to attend 9:10am-10:10am.
- **On Friday 3<sup>rd</sup> September**, children to attend 8:45am-10:45am.
- **On Monday 6<sup>th</sup> September and Tuesday 7<sup>th</sup> September**, children to attend 8:45am-1:00pm including lunch. School lunches are free for Reception children or alternatively your child can bring sandwiches. Your child will also begin to walk up the path with the other children in their class.
- **On Wednesday 8<sup>th</sup> September onwards**, children to attend full time 8:45am-2:45pm.

We will work closely with you throughout this process to ensure your child is happy and settled at school. 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 Reception 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 (EYFS lead)



**PLEASE UPDATE THE ACADEMY OFFICE IF YOUR CONTACT DETAILS CHANGE**