



**Northwood Broom Academy**  
**ESPRIT Multi Academy Trust**  
Keelings Road, Northwood, Stoke-on-Trent, ST1 6QA  
Telephone: 01782 234379 Email: [northwoodbroom@espritmat.org](mailto:northwoodbroom@espritmat.org)  
Executive Principal & Safeguarding Officer: Mrs S Moran  
Principal & Designated Child Protection Officer: Mrs Y Glaister



*"Every child deserves to be the best they can be"*

Our ref. SM.YG.GA  
July, 2020

Dear Parent/Carer

As we move nearer to the end of our very different school year I just wanted to share with you details to ensure that we all settle into our new school year when we return on **THURSDAY 3<sup>RD</sup> SEPTEMBER, 2020**, as easily as possible.

### **Uniform**

ALL children should come to school each day wearing the correct clean, school uniform details of which can be found Northwood Broom Academy website <https://www.northwoodbroom.co.uk/parents/uniform-and-pe-kit> .  
*Bags are not permitted*

### **Arrival**

Please bring your child to the **top double gates on Northwood Park Road at 8.50am each morning**. Please arrive promptly and remember to social distance whilst you're waiting. Any children arriving late will be directed around to the main school office where you may need to wait until a member of the Office Team returns from their gate duty. Please ensure that your child brings a clearly labelled water bottle into school each day.

### **Lunch**

ALL Children from Reception to Year 2 currently continue qualify to receive a Universal Free School Meal so there's no need to worry about packed lunches or payment of lunches at this time.

### **Collection**

Please collect your child from the **top double gates on Northwood Park Road at 2.10pm each afternoon**. Please arrive promptly to collect your child and ensure that you are aware of the password which you would have set up when your child first joined our academy

### **Before & After School Club (BASC)**

If you completed the Survey Monkey and expressed an interest in accessing our BASC facility, you will shortly be receiving details of how to register your child's place. On receipt of completed forms, you will be able to book and pay for the sessions you require and this booking option will be available on ParentPay until **9.00am on Friday 28<sup>th</sup> August, 2020** and full drop off/collection details will follow when we return in September

I trust that you will have a safe and restful summer and look forward to seeing everyone on **3<sup>rd</sup> September**

Yours sincerely

Mrs L Brandick  
Deputy Academy Principal



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