Hamilton Academy
ESPRIT Multi Academy Trust
Barthomley Road, Birches Head, Stoke-on-Trent, ST1
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: EYFS / Induction
November 2020

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 very caring academy. We look forward to you joining our wonderful community and promise that we are committed 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. Traditionally, we would invite you to an induction evening to provide you with information about our academy and to answer any questions that you may have. However, due to current circumstances, we have had to make a few adaptions this year and this information will be available to you electronically on the school website Transition page and on Class Dojo.

Class Dojo is a free online communication platform (and works in a similar way to Facebook). This will be your main method of communication with the school and most importantly your child's class teacher. You should receive an email shortly inviting you to join your child's Class Dojo class. Further information on how to set this up can be found at the end of this letter.

As part of the induction process, we require a pack of paperwork to be completed and returned to us;

- Pupil Data Collection Sheet
- Parent Declaration for Free Early Education
- Free School Meal Eligibility form
- Home School agreement
- Parent code of conduct policy
- All about me activity sheet

In order to comply with current Government social distancing guidance, we are asking that you return the FULLY completed paperwork to Hamilton Academy, pedestrian entrance (off Woodward Street, Birches Head). You can choose the most convenient time for you from the options below;

Wednesday 9th December 2020 between 10:- 10:30am, or
Thursday 10th December 2020 between 1:00-1:30pm

These documents are required to enable us to complete your child's admission.

PLEASE UPDATE THE ACADEMY OFFICE IF YOUR CONTACT DETAILS CHANGE

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A door step visit will also be scheduled before your child starts in January. The date and time of this visit will be sent to you via Class Dojo. 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.

The transition in January is scheduled as follows:-

- **07.01.21 and 08.01.21,** your child will attend by themselves from 9.15.10.15am.
- **11.01.21 and 12.01.21**, your child will attend by themselves from 9.30am-11.00am.
- **13.01.21,** if your child is attending part-time they will attend by themselves from 9:15- 11:45. If they are full-time, children will attend by themselves from 9:15-12:30pm. Full time children will be staying for lunch. School lunches can be paid for via Parent Pay or alternatively your child can bring sandwiches.
- **15.01.21 onwards,** all children to attend their part time/ full time hours which are 8:45am – 11:45am for morning sessions, 11:45am – 2:45pm for afternoon sessions or 8:45am - 2:45pm for full time sessions.

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.

Please contact the academy office via hamilton@espritmat.org / 01782 234420 if you have any questions.

We look forward to seeing you and your child soon.

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

Regards

Y. Glaister

Academy Principal

Class Dojo

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You will shortly receive an email inviting you to Class Dojo. Please follow the steps below using the link in the email. Further support and tutorials on using Class Dojo will be provided once you are signed up and linked to your child's class. If you have issues following the email invite, please get in touch with the school office.

To Create an Account Using an Email Invite:

1. Click on the link in your email invite

2. Click on the "I'm _____'s Parent" button
3. Enter your first and last name, email address, and create a password before clicking "Sign Up"

Please Note: If you already have an account, click on the "Log in now" button instead of creating new login info