



**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"*

Ref: EYFS / Induction

3<sup>rd</sup> December 2021

Dear Parents/Carers

It is with great pleasure that we welcome you and your child to Northwood Broom Academy, where we pride ourselves on being a MAGICal, nurturing academy. We look forward to you joining our wonderful community and promise that we are dedicated 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. We understand that during this time of uncertainty, the natural worries that occur when children start school or nursery, could be increased. We are currently busy reviewing guidance and planning ways that we can prepare your child and give them the best possible start to their Northwood Broom life. Class Dojo is an app that we use as the main form of communication with our families. Please look out for an email or text message asking you to sign up to this and then connect with us. We will use this platform to communicate our transition plans with you moving forwards.

Traditionally, we would invite you to an induction evening to give you information about life at our academy and to answer any questions that you may have. However, this information will be uploaded to Dojo and shared with you electronically.

As part of the induction process, we require a pack of paperwork to be completed. These documents are required to enable us to complete your child's admission. When returning the paperwork, please bring your child's birth certificate which can be photocopied by our office team. To help us get to know your child please complete the 'all about me' sheet also.

Please contact the academy office via [northwoodbroom@espritmat.org](mailto:northwoodbroom@espritmat.org) / 01782 234379 if you have any questions. Once connected on Dojo you can also contact Miss Slinn our Early Years Leader or Mrs Twyford our Nursery Manager.

A door step visit will also be scheduled before your child starts in January. The date and time of this visit will be communicated shortly. 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. Mrs Blood, our Safeguarding and Attendance Officer, will make an induction phone call where we can gather information to help us get to know your child.



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



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The transition in January is scheduled as follows:-

- **05.01.22 - 07.01.22**, your child will attend by themselves from 9:05-10:15.
- **10.01.22 – 12 .01.22**, your child will attend by themselves from 9:05am-11:00am.
- **13.01.22 and 14.01.22**, your child will attend by themselves from 8:40am- 11:40am.
- **17.01.22 onwards**, your child will attend their regular hours. If your child is attending part-time they will attend by themselves from either 8:40am- 11:40am or 11:40am-14:40pm. If they are full-time, children will attend by themselves from 8.40am-14:40pm. Nursery have lunch from 11:45am and children who are attending all day or the pm session will have lunch.

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.

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

Regards

*Y. Glaister*

Mrs Y Glaister  
Principal



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