



HOLY TRINITY ACADEMY
HEADTEACHER: Mr Angus Neal



**Teece Drive
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Telford
Shropshire
TF2 9SQ**

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Website: holytrinity.academy
Email: enquiries@holytrinity.academy

June 2020

Dear Parent/Carer

Unfortunately we are unable to run our five day induction programme this year. However we would still like to provide your child with the opportunity to visit their new school and meet some of their teachers and other members of their tutor group.

All sessions will run from 9:00am until 1:00pm.

Fri 10th	Assissi Year 6
Mon 13 th	Johnson Year 6
Tues 14 th	Liddell Year 6
Wed 15th	Fry Year 6

Risk assessments

To re-assure you of the welfare of your child whilst in school I want to highlight what procedures your child must adhere to whilst on site:

- All students coming onto site will access the school through the food technology room doors at the front of school. There may be a queue and students will wait 2m apart as specified by the markings. School staff will direct and supervise.
- Before entering the building all pupils will have their temperature checked. Any with high temperatures will not be permitted on site.
- On entering the building, all students will be required to thoroughly wash their hands at a wash station and will then go straight to their tutor room.
- In the classroom students will sit at their allocated desk and will be kept two metres apart at all times. A maximum of 6 students will be in each classroom.
- On departure, students will be staggered to leave the classroom and must go straight out of the building and home.
- All desks are sanitised at night. Each student will have their own desk.
- All doors will be wedged open so no contact is to be made with the door handle.
- Pupils must take all work issued with them and not leave anything on their desks.
- Pupils must bring their own pens and pencils for use during the day.
- Students may bring a full water bottle for use during the session.
- Students may wear their own face masks.
- Students should wear their normal school uniform apart from blazers and ties.

We will have other pupils on site. These will be separated and socialising with these pupils is also not permitted.

Whilst these measures seem stringent, I am hoping you will be re-assured that they will be sufficient in preventing any contamination.

All of the above arrangements are subject to change. Please check the school website for updates.

If you would like your child to take part in the induction session at the end of term please complete the survey by **Wednesday 17th June**. Details of the time and date of your child's session will be sent to the email address that you have provided on your admission forms.

<https://www.surveymonkey.co.uk/r/2FHCMCZ>



Lunch Arrangements

- A free packed lunch will be provided for all students on the day. Please provide details of any dietary requirements on the survey.
- As you may be aware we run a cashless catering system at HTA. You should already have received the consent forms required, either by email or post, for your child to register their biometric details. This form must also be returned, completed and signed, by Wednesday 17th June so that your child can be set up on the system for when we return to normal. If you have not received the consent forms, please contact the school on 01952 386100.

Parent Information Evening

Under normal circumstances parents would be invited to attend an information evening. This is not possible this year, however you will soon be able to watch a recording of the information session on the school website under the transition section.

Uniform

At the time of writing, Baker & Son's, who stock our uniform, are operating an appointment system.

Summer holiday work

Some departments may set transition work on SMHW. This is optional work. You can access SMHW by clicking the tab on the school website. Transition curriculum work can also be found on the school website.

The staff at HTA look forward to meeting your child on the Induction Days. This is a major step in joining our school community and I am sure it will prove to be the first stage in a long and fruitful relationship with Holy Trinity Academy.

If you have any queries please do not hesitate to contact me.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Mr Neal'.

**Mr Neal
Headteacher**

Encl: Locker rental information

SECURE LOCKER RENTALS

Dear Parent / Carer

Secure Locker Rentals provides lockers for Holy Trinity Academy, Telford.

The lockers are owned and maintained by Secure Locker Rentals and are available to rent on an annual basis at a cost of £30 per academic year (September to July). The lockers are available to reserve online now and Payment can be made by Paypal, Debit or Credit Card by visiting www.locker.rentals. On receipt of payment the combination for the lock is sent to you via text or email.

The locker size is as follows:

Height 450 mm

Width 380mm

Depth 500mm



All rentals are subject to our terms and conditions which are available during the booking process. Please note we are a separate entity from the school and all dealings will be directly with ourselves.

Yours Sincerely

Secure Locker Rentals.