

Queen's Inclosure Primary School

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April 2022

Dear Parents and Carers,

Welcome to Queen's Inclosure Primary School. We are delighted that you have chosen our school for the beginning of your child's journey in formal education. We look forward to working in partnership with you over the next seven years, to ensure your child receives the best educational opportunities possible.

To secure your child's place with us, you need to provide two documents to evidence your child's identity - including their date of birth - and proof of address. We must receive this information as part of our registration process. Thank you to those parents who have already sent this to us.

Please find enclosed the following documentation to be completed and returned to us between Monday 25th April and no later than Friday 6th May:	
Registration Pack Enclosures	QI Registration Form
	Privacy Notice (General Data Protection Regulation)
	Tapestry registration letter
Must be returned to QI between 25th April and 6th May 2022	QI Registration Form
	Two documents to evidence the following: 1. Your child's identity including their date of birth i.e. a birth certificate or passport 2. Your address i.e. a utility bill, council tax statement or bank statement. If you have moved since applying for the school place, you will need to provide evidence of your previous address <u>and</u> your new address. Note: we must have sight of these documents to complete your registration.
	Tapestry registration letter – please add your email address, sign and return. You will receive an email asking you to activate your account when it has been set up. We will start using Tapestry in September to upload photos and videos of the children's learning.

Communication

We will communicate with you, via email, until your child is on roll with us in September, when we will be able to include parents/carers (only those who give their consent), to our text messaging and email service from Friday 9th September.

We have put together a comprehensive Induction Pack, which you will receive when you return your registration forms, which we hope you will find informative. Our 'Year F – September 2022' page on our website will be kept up-to-date so that you can access information centrally – <https://www.queensinclosure.hants.sch.uk/page/?title=Year+F+%2D+September+2022&pid=131>

Once you have read all the information in the Induction Pack, please feel free to email us at YearF2022@queensinclosure.hants.sch.uk should you have any queries – the email will be monitored daily and a response will be sent as soon as we can.

In order to provide the children with a smooth transition and allow them time to settle in, we have organised the Foundation intake into two groups. These are based on the children's birth date profile in the cohort, as follows:

Group 1 = 1st Sept to 31st March birthday
Group 2 = 1st April to 31st August birthday

Please check the table below to find out when your child is required to be in school:

Wednesday 6 th July			September Thursday 1 st	Friday 2 nd
Meet the Teacher Drop In Session - come along any time between 9:30am and 11:30am. Sign up for a Stay and Play Session – 7th/8th September.			INSET	Home Visits by appointment
Monday 5 th	Tuesday 6 th	Wednesday 7 th	Thursday 8 th	Friday 9 th
Home Visits by appointment	Home Visits by appointment	Stay and Play (with one Parent) 9:30am to 11:00am 1:15pm to 2:45pm 15 children per session per class	Stay and Play (with one Parent) 9:30am to 11:00am 1:15pm to 2:45pm 15 children per session per class	Induction (without parent) Group 2: 9:00am to 11:45am Group 1: 1:10pm to 3:20pm
Monday 12 th	Tuesday 13 th	Wednesday 14 th	Thursday 15 th	Friday 16 th
Group 2: 8:30am to 11:50am Group 1: 1:10pm to 3:20pm	Group 2: 8:30am to 11:50am Group 1: 1:10pm to 3:20pm	Group 2: 8:30am to 11:50am Group 1: Full Time 8:30am to 3:20pm	Group 2: 8:30am to 11:50am Group 1: Full Time 8:30am to 3:20pm	All children are in Full Time 8:30am to 3:20pm
<p>Please bring the following items for your child on Friday 9th September:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> 'All About Me' book <input checked="" type="checkbox"/> QI book bag <input checked="" type="checkbox"/> Water bottle (clearly labelled with your child's name) <input checked="" type="checkbox"/> A pair of named wellington boots and waterproofs. <p>All items should be clearly labelled, including shoes and socks wherever possible. Thank you.</p>				

For awareness, we have the Group 2 children in for longer as they are the youngest children – from our experience, they require more time to get used to the routines.

When you return your registration pack, we will provide you with an Induction Pack which will contain the following:

- Key Information for Parents
- Starting School in Foundation: A Guide for Parents
- Growth Mindset Leaflet
- Safety Letter - collection arrangements for September 2022
- Parents' Questionnaire
- Attendance Leaflet
- School Uniform Order Form
- School Milk Scheme

We look forward to welcoming you and your child to our school.

Yours sincerely,

Mrs J Allen
Headteacher