

# Queen's Inclosure Primary School

Headteacher: Mrs J Allen. B.Ed. (Hons)

[www.queensinclosure.hants.sch.uk](http://www.queensinclosure.hants.sch.uk)

e-mail: [adminoffice@queensinclosure.hants.sch.uk](mailto:adminoffice@queensinclosure.hants.sch.uk)  
Cornelius Drive, Waterlooville, Hampshire, PO7 8NT  
Tel: 023 9226 8067

June 2020

Dear Parents and Carers of Year F children,

Thank you for registering your child to return to school on Thursday 4<sup>th</sup> June. We are grateful for the information you provided on our questionnaire and are using this in our plans and preparation. We have allocated the children into 4 separate 'bubble' groups, and regrettably these groups cannot be changed. Due to Data Protection regulations, we will not be sharing the names of the other children allocated to these 'bubble' groups.

The Year F Key Worker children have chosen 4 bird names for their classes – Sparrows, Starlings, Robins and Rooks. Parents will receive the name of their child's group and the staff supporting the group, by text.

To enable us to adhere to the current Government guidance, we have put in place some specific measures for dropping off and collecting the children returning to Year F. We hope that these will work effectively, but will of course make any changes as necessary.

We realise that, for the first few mornings, this process may take some time - particularly if a child is reluctant to come into the classroom independently. The staff welcoming the children will be as supportive as possible in helping parents and carers to deal with any difficulties but, as you will appreciate (in line with the social distancing expectations for school staff), we cannot use physical contact or remove a child from their parent. If a child is too distressed to come into school without physical intervention, then they will need to return home and we can try again the next day.

## **For the morning drop off between 8:50am and 9:00am**

As explained in our Year F Key Information document published on 29<sup>th</sup> May 2020, please do not arrive any earlier than 8:50am and observe the pedestrian one-way routes. We have also requested that **only one adult** comes onto the school site to escort your child to their classroom.

To ensure you can keep your distance from other adults and children, you may need to wait before dropping your child off to the staff at the door. If you need to wait for other adults to move away from the space, please use the grass areas marked on the Site Plan 1. Once you can move towards the classroom safely, please re-join the pavement following the one-way route. The Site Plan shows that the FS Sparrows and Starlings groups will be in the Year F classrooms, so the waiting area is in front of the sheds. The FY Rooks and Robins are in the Year 1 classrooms, so the waiting area is marked by a barrier and is on the grass above the edge of the playground.

If you are a Key Worker and also have to drop another child in a different year group, please do this first then the Year F staff will be ready to welcome your child **from 8:50am**.

## **For collection at the end of the day at 2:50pm**

Our aim is to dismiss the children from four different points and we ask that the parents/carers gather (at a safe distance from each other) in four different areas. The attached Site Plan 2 shows the four areas and notes based on the explanations below.

- Parents collecting a child from the **Starlings** group (FS classroom), should assemble on the grass area just next to the Foundation outdoor area. A member of staff will release the children from just outside the classroom.

- Parents collecting a child from the **Sparrows** group (FY classroom), should gather on the playground just beside the Foundation outdoor area. A member of staff will bring the children to the gate of the Foundation outdoor area and release them from there.
- Parents collecting a child from the **Robins** groups (1T classroom) should gather on the playground nearest to the classroom. A member of staff will release the children from the edge of the playground - near the canopy and benches.
- Parents collecting a child from the **Rooks** groups (1P classroom) should wait on the grass opposite the classroom. A member of staff will release the children from just outside the classroom.

If you are a Key Worker and you have a child in another year group, your child can stay with an adult in their classroom until 3:15pm. We ask that you collect them from the classroom directly - implementing the waiting area spaces if you need to queue – before collecting your older child at 3:20pm.

We appreciate that there has been a lot of information for you to process in the last couple of days and are extremely grateful for your co-operation and compliance in adhering to this to help ensure the safety of all children and adults.

Please can you ensure you have shared the QI social story with your child and that they are able to wash their hands using the guidance we have shared previously. For ease of reference, please visit:

[https://www.queensinclosure.hants.sch.uk/\\_site/data/files/files/communication/year%20f/EA991290234471E49C407CAF864BDA05.pdf](https://www.queensinclosure.hants.sch.uk/_site/data/files/files/communication/year%20f/EA991290234471E49C407CAF864BDA05.pdf)

<https://www.youtube.com/watch?v=S9VjeIWLnEq>

Thank you for your continued support and positive feedback. We look forward to seeing you on Thursday.



Mrs J Allen  
Headteacher