

# 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

April 2020

Dear Parents,

Thank you for choosing Queen's Inclosure Primary School to begin your child's exciting 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.

Please find enclosed the following documentation to be completed and returned to us **between 09:30am – 11:30am** as soon as possible, but **no later than Tuesday, 19<sup>th</sup> May 2020**:

- QI Registration Form
- Safety letter - Collection arrangements from September 2020
- Parents' Questionnaire

We will also need you to provide **proof of your child's address and identity, including their date of birth**, before starting school in September. If possible, please enclose copies (not the original) of appropriate documentary evidence when returning your registration form and associated documents.

For information:

- Starting School in Foundation: A Guide for Parents
- Key Information for Parents
- Attendance leaflet

Our usual transition events are unfortunately suspended due to the COVID-19 Coronavirus outbreak. It is therefore especially important that you **provide us with your contact telephone number and an email address on the registration form**, so that we can get in touch if the situation changes.

**We anticipate that home visits will be carried out between Monday 7<sup>th</sup> and Friday 11<sup>th</sup> September.** These are grouped by postcode and we will contact you in the coming weeks to advise when your child's teacher will be visiting. During this week, uniform will be available for purchase at the school.

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 = 1<sup>st</sup> Sept to 31<sup>st</sup> March birthday**
- **Group 2 = 1<sup>st</sup> April to 31<sup>st</sup> August birthday**

Your child's first session at school will be on Monday 14<sup>th</sup> September. Please check the table below to find out whether this will initially be for morning sessions only, or afternoon sessions only:

| September                           | Group 1<br>1 <sup>st</sup> Sept to 31 <sup>st</sup> Mar Birthday | Group 2<br>1 <sup>st</sup> Apr to 31 <sup>st</sup> Aug Birthday  |
|-------------------------------------|--|--|
| 14 <sup>th</sup> – 18 <sup>th</sup> | Afternoons only (1:10pm to 3:20pm)                               | Mornings only (8:30am - 11:45am)   |
| 21 <sup>st</sup> – 25 <sup>th</sup> | Full Time (8:30am - 3:20pm)                                      | 21 <sup>st</sup> , 22 <sup>nd</sup> , 23 <sup>rd</sup> : Morning & lunch (8:30am - 1:10pm)<br>24 <sup>th</sup> and 25 <sup>th</sup> : Full Time (8:30am to 3:20pm) |

Please note that Group 1 children will be in school full time by Monday 21<sup>st</sup> September and Group 2 children by Thursday 24<sup>th</sup> September.

**Start and finish times during the transition period (up to 23<sup>rd</sup> September):**

**Our morning sessions start at 8:30 am. Pick up is at 11:45am**

Class teachers are ready to receive children into their classrooms from 8:30am to 8:40am. We respectfully request that parents do not enter the classroom but leave their child in the care of staff at the classroom door.

**Drop off or pick up after lunch is at 1:10pm**

In line with our safeguarding requirements, **please do not come onto the site before 1:05pm** as children will be outside for their lunchtime break.

Our normal full-time school hours are 8:30am to 3:20pm.

**Dropping off and collecting your child:**

**If you have to drive, please only ever use the parents' car park at Cornelius Drive;** the staff car park is always *out of bounds* to parents, even when dropping off or collecting children from clubs at the beginning/end of the school day. Please share this information with grandparents or other family members that may collect your child as it applies to everyone. There is footpath access to the school from Cornelius Drive, Burnside and Aintree Drive and we encourage families to walk to school whenever possible. Thank you in advance! ☺

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

Yours sincerely,



Mrs J Allen  
Headteacher