

Queen's Inclosure Primary School

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Dear Parents,

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 26th April and no later than Thursday 6th May:	
Registration Pack Enclosures	QI Registration Form
	Privacy Notice (General Data Protection Regulation)
	Tapestry registration letter
To be returned between 26th April and 6th May 2021	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. If possible, please enclose copies (<u>not</u> the originals) of appropriate documentary evidence when returning your registration form or please attach to an email and send it to YearF2021@queensinclosure.hants.sch.uk . We cannot complete your application until we have seen this.
	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. We will be able to include parents/carers (only those who give their consent), to our text messaging service from Friday 10th 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 2021' page on our website will be kept up-to-date with so that you can access information centrally - <https://www.queensinclosure.hants.sch.uk/page/?title=Year+F+%2D+September+2021&pid=131>

Once you have read all the information in the Induction Pack, please feel free to email us at YearF2021@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.

Transition

In order to provide the children with a smooth transition and allow them time to settle in, we organise 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 7 th July			September Thursday 2 nd	Friday 3 rd
Meet the Teacher session during the morning. Sign up for the Stay and Play sessions on 8 th and 9 th September. Further details to follow.			INSET	Home Visits by appointment
Monday 6 th	Tuesday 7 th	Wednesday 8 th	Thursday 9 th	Friday 10 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: 9:15am to 11:45am Group 1: 1:10pm to 3:20pm
Monday 13 th	Tuesday 14 th	Wednesday 15 th	Thursday 16 th	Friday 17 th
Group 2: 8:30am to 11:45am Group 1: 1:10pm to 3:20pm	Group 2: 8:30am to 11:45am Group 1: 1:10pm to 3:20pm	Group 2: 8:30am to 11:45am Group 1: 1:10pm to 3:20pm	Group 2: 8:30am to 11:45am Group 1: Full Time 8:30am to 3:20pm	Group 2: 8:30am to 11:45am Group 1: Full Time 8:30am to 3:20pm
Monday 20 th				
Group 2: Full Time 8:30am to 3:20pm				

When you return your registration pack, you will receive an Induction Pack (available from 26th April) 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 2021
- Attendance Leaflet
- School Uniform Order Form
- Parents' Feedback on Induction Process

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

Yours sincerely,

Mrs J Allen
Headteacher