



# Queensgate Foundation Primary School

Beatrice Avenue, East Cowes. Isle of Wight. PO32 6PA Tel: 01983 292872  
Headteacher: Samantha Sillito B.Ed (Hons) NPQH  
Deputy Head: Robin Chubb B.Sc (Hons) PGCE NPQSL  
Assistant Head: Clare Grant B.Ed (Hons)  
Assistant Head: Peter Tilling B.Sc (Hons) NPQSL

Academic Year 2020-21

Dear Parents/Carers,

Firstly, may I take this opportunity to welcome you and your child/family to Queensgate Foundation Primary School; if at any time you have any queries please do not hesitate to contact me or Miss Rorich and we will do our best to help.

This letter is to help provide you with an idea of some of the procedures which operate in school.

Your child's record will be held at school digitally. Please **complete, in full**, all New Intake paperwork and returned to the school **electronically** before your child is due to start school. New Intake paperwork can be found on the school website: [www.queensgateprimary.co.uk](http://www.queensgateprimary.co.uk) – click on the New Intake tab. All forms must contain an **original signature** before being sent to: [office@queensgateprimary.co.uk](mailto:office@queensgateprimary.co.uk) You will also need to provide an original copy of your child's birth certificate to the school office prior to your child starting school. We do not keep it; it will be returned immediately. **Should any information change AT ANY TIME e.g. contact telephone numbers/addresses etc., please inform the School immediately, so that your child's record can be kept up to date.**

**As some of you will be new parents to School life please bear in mind the following procedures:**

- Please drop your child off at school in the morning at the correct drop-off point; please do not use the main entrance
- All school doors open at 08.40am and close in time for morning registration at 08.55am. If your child arrives after 08.55am he/she will be marked as absent/unauthorised and will need to be signed into the late register situated in the school office. Please remember that a late arrival into class is not only unsettling for your child but also interrupts other learners. A great deal of learning time is lost when children are not ready to start their lessons on time
- If your child is absent, please ring School on the *first* day of sickness between **08.00am – 09.00am. It is important that you let the office know your child will be absent.** We will advise your child's class teacher of the reason for absence. When your child returns to School please make sure you send in a letter on the first day back giving the reason for absence. If this is not forthcoming your child's absence will be recorded as an unauthorised absence; the Education Welfare Officer will follow this up when the registers are checked and a home visit will be made if it is felt to be necessary.
- Please try to make medical/dental appointments for your child out of school time. The school appreciates that in the case of hospital appointments this is not always possible. If your child has a medical appointment during the School day you may pick him/her up early or bring him/her in late. To avoid an unauthorised attendance mark a copy of the appointment card/letter is required in advance, as evidence for your child's absence. Such appointments should not necessitate your child being absent for the whole day, save for exceptional circumstances
- If your child is going to be late, for whatever reason, but will arrive in School in time for lunch please phone School **before 09.00am** to book a school lunch
- It is important to note that we have a number of pupils in school who have **nut allergies**; please ensure you **do not** give your child any nuts or foods containing nut ingredients. We aim to be a NUT FREE school

Working together for a successful future



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- Dinner money is currently £10.95 per week (£2.15 per day) although it is free for all pupils in Reception, Year 1 and Year 2. The school is cashless and operates an on-line payment system which enables you to pay for dinners, trips, breakfast club, afterschool clubs etc. Once your child has started school you will be provided with an online code, which will allow you to register and make payments using SCOPAY. It is important that you register on SCOPAY using the code provided within 48 hours of receiving it. The on-line system also enables you to book appointments for parent consultation evenings later in the year.
- **Please ensure all uniform is named** – it is very hard to re-unite unnamed lost property with owners! We no longer able to store lost property. If items are not claimed within one week they are disposed of
- Your child will take part in P.E. etc. at various times during the week, so please make sure your child's **named** P.E. kit is brought into School on Monday and remains in School **all week**
- At times your child will bring home letters, which may need to be signed and returned. **PLEASE** fill in the slips and return them to the School office immediately (most only take 30 seconds to complete!); so much time is taken up supplying copies and then 'chasing' parents for missing letters etc.
- For Health and Safety reasons if you need to enter School at times other than "**drop-off/pick-up**" times e.g. you have been telephoned because your child is ill, or you are picking them up for a dental appointment etc., **it is essential that you sign your child in or out** using the electronic system in the foyer
- Please ensure you contact the school office if you are intending for your child to be collected by anyone other than yourself. We will not let your child go home with anyone unless we have been notified
- **Medicines will only be administered to your child if the dosage is four times per day and** you have completed the necessary medication forms, which are available from the carousel in the foyer
- Beatrice Avenue is a busy road and used by a number of buses and coaches - you are respectfully requested **not** to park in the School car park – The car park is for **Staff ONLY** and space is very limited. Only drivers with a valid **displayed** Blue Badge can use one of the three disabled parking bays if free. Please refrain from using the car park entrance as a turning point or parking on the zigzag lines outside school.
- Parking is available along Beatrice Avenue, Sanders Way and many other nearby roads
- During the ongoing building works access to school is via the car park; please ensure you and your family keep to one side and be aware of moving vehicles at all times
- If you visit the school at any time during the school day please ensure you sign in using the electronic system situated in the foyer and wear your badge. Please don't forget to sign out when you leave
- If you are attending any assemblies please ensure you arrive in time for the start; late arrivals are disruptive

Thank you for your support with the above; may I wish you and your child a happy start to your time at Queensgate.

Miss Rorich and I are here to help you at any time.

Yours faithfully,

Mrs. A. Selle  
School Business Manager

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