

Sparsholt C of E Primary School

Woodman Lane, Sparsholt, Winchester, Hampshire, SO21 2NR

Telephone: 01962 776264

E-mail: headteacher@sparsholt.hants.sch.uk

adminoffice@sparsholt.hants.sch.uk

absence@sparsholt.hants.sch.uk

goinghome@sparsholt.hants.sch.uk



Wednesday 3rd September 2025

Dear Parents and Carers,

I really hope you have all had a lovely summer and the children are looking forward to the year ahead. We cannot wait to welcome all the children back into school on **Friday 5th September 2025** and I just wanted to send you a reminder about the arrangements for the start of term.

Drop-off and Pick-up Arrangements

Drop-off:

KS2 – Pupils should arrive between **8:40am and 8:50am**

KS1 – Pupils should arrive between **8:50am and 9:00am**

Bus – Children who travel on the bus will be taken straight into school from the bus

Entrance Gates:

Class	Entrance gate	Drop off times
Willow	Front Gate	8:50am to 9:00am
Beech	Back Gate	8:50am to 9:00am
Rowan	Back Gate	8:40am to 8:50am
Oak	Back Gate	8:40am to 8:50am

To build independence, parents are requested to leave children at the gate where an adult will be waiting to greet them.

Pick-up: All children will finish at **3:30pm**

Collection arrangements:

Class	Collection Point	Collection times
Willow	Front Gate	3:30pm
Beech, Rowan and Oak	Back Playground (back gate will be unlocked at 3:25pm to allow parents access)	3:30pm

Communication of going home arrangements

Please find below a reminder regarding the procedures for communicating going home arrangements for which the following e-mail address should be used: goinghome@sparsholt.hants.sch.uk

Bus

- If your child uses the bus, you will need to provide written confirmation **each week** via e-mail to goinghome@sparsholt.hants.sch.uk outlining which days your child will be taking the bus.
- This needs to be communicated **by 12pm each Monday** for the week ahead.
- Once the office has actioned an e-mail, you will receive a reply stating “received and actioned”. If you do not receive this reply by 2:15pm on Monday, please call the office to confirm receipt of your e-mail.
- The school will send a reminder e-mail every Sunday to support you in this.
- **If we do not receive written confirmation, we will not be able to put your child on the bus.**

Clubs / After School Club

- If your child is registered for any after school club we will assume they are attending unless we receive written confirmation of alternative arrangements.
- These need to be sent via e-mail to goinghome@sparsholt.hants.sch.uk **by 2:00pm** on the day of the club.
- Once the office has actioned an e-mail, you will receive a reply stating “received and actioned”. If you do not receive this reply by 2:15pm, please call the office to confirm receipt of your e-mail.

Collection by other people

- If your child is going home with anyone else, we must receive written confirmation of the name of the adult collecting your child. This needs to be sent via e-mail to goinghome@sparsholt.hants.sch.uk **by 2:00pm** on that day.
- Once the office has actioned an e-mail, you will receive a reply stating “received and actioned”. If you do not receive this reply by 2:15pm, please call the office to confirm receipt of your e-mail.
- If we do not receive written confirmation, we will not be able to hand your child over.

Emergency changes

- We understand that very occasionally emergency situations can arise and going home arrangements need to be changed at the last minute after the **2pm deadline**.
- **In this situation, you MUST ring the school office to inform us of the changes.** We will then ask you to follow this up with an e-mail to goinghome@sparsholt.hants.sch.uk confirming these changes. This is to ensure there is NO confusion over the new arrangements.

If we are in any doubt regarding home arrangements, we will keep your child at school until you are able to collect them.

Parking

We ask that parents using the car park, park considerately and drop-off and pick-up as quickly as possible.

Please avoid blocking other users in and ideally park considerately in Woodman Close and walk up to avoid congestion.

Lunch Arrangements

We are very excited that our new caterers, abm Catering, will be serving hot lunches every day in the hall. These are free of charge for all children in KS1. Children who opt to bring in packed lunches will also eat in the hall. KS1 will eat at 12:00pm with KS2 eating at 12:30pm.

PE

Children will continue to wear their PE kits into school on the days they have PE. As this kit is still part of our school uniform, please can you ensure that children wear the correct kit and look smart and ready for action!

ALL PE CLOTHING SHOULD BE NON-BRANDED.

Please note, short (upper thigh length) lycra shorts (e.g. Nike Pro style shorts) should NOT be worn for PE.

PE Kits are:

- Black or navy shorts/skorts or jogging bottoms/full length leggings.
- Light blue school PE T-shirt
- Navy blue school PE hoodie (optional)
- Trainers/plimsolls

PE Days for each class are as follows starting from 8th September 2025 (excl Willow):

	Monday	Tuesday	Wednesday	Thursday	Friday
Willow					
Beech					
Rowan					
Oak					

Children should come into school in their school on Friday 5th September 2025.

Bags

Due to the limited space we have in school, we need to request that children refrain from bringing large bags into school. Instead we request that children bring book bags/small bags only into school, along with their lunchboxes and water bottles.

Uniform

All children will need to be in full school uniform including appropriate school shoes. **(Trainers should not be worn as part of school uniform).**

Clubs

Please note that school run clubs will start during the **week commencing 15th September 2025** and run until the week commencing **8th December 2025**. There will be no school run clubs during the last week of term w/c **15th December 2025**.

****For clubs booked directly with outside providers, please check with them for start and finish dates.***

Thank you for your continued support and we are looking forward to a productive and enjoyable year ahead.

Best wishes,

Mrs Gwilliam