

Sparsholt C of E Primary School

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absence@sparsholt.hants.sch.uk

goinghome@sparsholt.hants.sch.uk



Tuesday 3rd September 2024

Dear Parents and Carers,

Firstly, I really hope you have all had a lovely summer and have been able to have some fun. We are all really looking forward to welcoming you and your children into our school community and I just wanted to send you a reminder about the arrangements for the start of term.

Arrangements for your child's first week at school

The children's first day at school will be on **Thursday 5th September 2024.**

Arrangements for the first two weeks of term will be as follows:

Date:	Drop off time	Location	Pick Up time	Location
Thursday 5 th September	9.15am	Front Gate	11.30am	Front Gate
Friday 6 th September	9.15am	Front Gate	11.30am	Front Gate
Monday 9 th September	9.00am	Front Gate	1.00pm	Front Gate
Tuesday 10 th September	9.00am	Front Gate	1.00pm	Front Gate
Wednesday 11 th September	9.00am	Front Gate	3.30pm	Front Gate

From Wednesday 11th September 2024, children will be in school full time.

Lunch provision:

- Children in Year R will need to bring lunch from **Monday 9th September** onwards. Children can bring a packed lunch from home or can order a hot meal from the school kitchen **free of charge.**

Arrangements from Wednesday 11th September 2024

Drop off: Year R Pupils can arrive between **8:50am and 9:00am**

Class	Entrance gate	Drop off times
Willow	Front Gate	8:50am to 9:00am

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**

Class	Collection Point	Collection times
Willow	Front Gate	3:30pm

Communication of going home arrangements

Please find below 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

Hot lunches will be available from the school kitchen and will be served 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

From **Friday 13th September 2024** children will wear their PE kits into school on the days they have PE.

- PE Days for Willow class are **Tuesdays** and **Fridays**

ALL PE CLOTHING SHOULD BE NON-BRANDED.

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

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 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).**

Please do not hesitate to contact the school if you have any questions or queries about the above information and we will see you all on **Thursday morning at 9:15am** at the front gate.

Kind regards,

Mrs Hanratty