# Sparsholt C of E Primary School

Woodman Lane, Sparsholt, Winchester, Hampshire, SO21 2NR
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absence@sparsholt.hants.sch.uk
goinghome@sparsholt.hants.sch.uk


Dear Parents and Carers,

We are delighted to welcome your child/children to Sparsholt C of E Primary School, and hope the information below will be helpful to you.

**Drop-off and Pick-up Arrangements**

***Drop-off:***

Pupils should arrive at **8:40am**
**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 | 8:40am |
| Beech | Back Gate | 8:40am |
| Rowan | Back Gate | 8:40am |
| Oak | Back Gate | 8:40am |

**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 **3:20pm**

**Collection arrangements:**

| Class | Collection Point | Collection times |
|---|---|---|
| Willow | Front Gate | 3:20pm |
| Beech, Rowan and Oak | Back Playground (back gate will be unlocked at 3:25pm to allow parents access) | 3:20pm |

**Absences**

- Please refer to the NHS guidance below to help you decide whether your child is too unwell to attend school: https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/
- If your child is unwell, please email our absence mailbox at absence@sparsholt.hants.sch.uk by 8:30am on the day of the absence. We ask that you email separately each day, including the reason for the absence, so that we can accurately record this.
- If you are requesting a leave of absence, please download the absence request form from our website and submit it one month prior to the requested absence date.

**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**
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**
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

**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).** Uniform can be purchased through our uniform supplier, Direct 4 Logos, or through our FoSS second hand uniform shop. You can find this information on our school website.

**Breakfast club / Toast and Tea**
Toast and Tea run an extended school provision for Yr R through to Yr 6 pupils 3:30pm to 6:00pm during term time.
We offer an extended school provision Breakfast Club for Yr R through to Yr 6 pupils, Monday to Friday from 8:00am to 8:40am during term time. This club is operated and staffed by the School.

*See the attached letters for information for Toast and Tea, and please contact the school office for more details regarding breakfast club.*

Best wishes,

Mrs Gemma Cutler

*Headteacher*