



Sharps Copse Primary School

Parents & Carers Handbook 2024 – 2025

Welcome to Sharps Copse Primary School

This handbook is intended to answer some of the most frequently asked questions about the day-to-day running of the school, and is full of useful information for you to know and to share with your child(ren). You can also find this document by visiting our school website at www.sharpscopseprimary.co.uk

Our website is updated regularly – please visit www.sharpscopseprimary.co.uk for School Letters, Newsletters, Useful Links and general school day-to-day guidance.

The handbook will also be updated from time-to-time during your child(ren)'s time at the school and changes to information will be shared with you through our parent/carer newsletter issued twice termly, ad-hoc letters by email and annually via email, or sooner if required.

Please ensure we have your up to date email address to keep you informed.

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SAFEGUARDING CHILDREN

The staff and governors at Sharps Copse Primary school are committed to safeguarding and promoting the welfare of children and young people, and expect all staff members and visitors to share this commitment.

All staff and governors receive refresher advice annually at the beginning of each academic year in September and attend training every 2 years, or sooner if required.

Our Safeguarding and Child Protection Policies can be viewed by visiting our school website at www.sharpscopseprimary.co.uk or are available in hardcopy format on request from adminoffice@sharpscopse.hants.sch.uk

The Designated Safeguarding Lead Officers (DSLOs) at Sharps Copse Primary School are:

Mrs Cutting, Mr Elsen, Mrs Fairall and Mrs Wood

who can be contacted via telephone by calling 023 9248 4545 or emailing: adminoffice@sharpscopse.hants.sch.uk .



SCHOOL STAFF ORGANISATION for 2024-2025

Senior Leadership Team

Headteacher: Mr M Elsen
Asst Headteacher – Teaching & Learning: Mrs A Fairall
Asst Headteacher – SENCo/Inclusion: Mrs K Wood

Teachers

Year R	Year 1	Year 2
Miss L Carter Mrs J Davies (p/t) Mrs H Pitts (p/t)	Miss D Gray (p/t) Mrs V Rowe	Mrs K Clements Mrs C Fauch
Years 3 & 4 Mr A Cawley Mrs L Bunkin (p/t) Miss G Severs (p/t) Mrs J Reed Miss H Ecobichon (p/t)		Years 5 & 6 Mrs R Cawley (p/t) Miss H Noble (p/t) Miss E Hayles Mr J Harris Miss H Ecobichon(pt)

Teaching Assistants

Year R	Year 1	Year 2
Miss S Elsey Miss C Warren Miss F Enticknap Mrs R Dyssell (p/t)	Mrs Z. Whiting Mrs N. McGurk Mrs A Higgs	Mrs A Colley Miss C Winter
Year 3/4 Mr J Knight Mrs H Randall Mrs K Neale		Year 5/6 Mrs J Cake Mrs U Deck Mrs D Wright

Children & Families Support Worker: Mrs L Cutting
Counsellor: Miss J Thomas
Extended School Clubs: Miss L Dempster/Mrs Z Morley
Library: Mrs K Neale
ELSA: Mrs U Deck/Mrs H Randall (pm)
Speech & Language: Mrs K Combes/Miss F Enticknap
Sports Coach: Mr J Kennett

Administrative Staff:

Business Manager: Mrs J Jolliffe
Admin Officer: Mrs V Richardson
Admin Assistants: Mrs K Burn (Mon – Wed)
Miss K Hewitt (Wed – Fri)

Site Management Staff:

Site Manager: Mr K Kerens
Cleaning Team: Mrs J Bessey Mrs S Faithfull
Mrs M Gooding Miss J Lamont
Miss T Saurin

Lunch-time Supervision

Senior Supervisor: Mrs S Moseley

MSAs

Mrs A Benfield	Miss C Davis	Mrs S Faithfull
Mrs M Ferre	Miss A Orgill	Mrs Z Morley
Mrs C Neale	Miss C Winter	Mrs A King

Governors

Mrs J Towers	-	Chairperson - LEA
Mr P Storrie	-	Vice Chairperson – Co-opted
Vacancy	-	Co-opted
Mr G Bell	-	Parent Governor
Mrs M Hardiman	-	Parent Governor
Vacancy	-	Parent Governor
Mr S Gough	-	Co-opted
Miss S Hardie	-	Co-opted
Rev K Green	-	Staff Governor
Mrs V Rowe	-	Staff Governor
Mrs A King	-	Co-opted

Governors have an active and vital supportive role in the life of the school and can often be seen present in school attending productions, assemblies, helping and doing class visits. They also have the support of Mrs C Madden as their Clerk.

Staff are welcome to contact them for additional help with trips etc. They also share the use of all staff facilities including the staff room. There is a list of governors' names, contact details and their roles available on request from the school office.

HOME SCHOOL COMMUNICATION:

The school operates an open-door policy for the purposes of good communication between parents, carers and staff. In the first instance, please speak with your child's class adult who will be available on the class/year group door at the start and end of each day. Alternatively, with one of the duty staff who can be found on the playground at the beginning and end of the day. Parents and carers are welcome to come to the school at any time during the school day and should in the first instance, report to reception, 8.30am – 3.30pm, where a member of the office team will be available to help. Appointments to discuss matters with a member of the teaching staff or the Headteacher will be arranged at the earliest available opportunity. Please contact the school office by phoning **023 9248 4545** or by emailing adminoffice@sharpscopse.hants.sch.uk .

There is a formal complaints procedure if parents and carers have a complaint about the actions of the governing body or Hampshire County Council (HCC), and these details can be viewed by visiting our school website at www.sharpscopseprimary.co.uk or available in hardcopy format from the school office on request.

To keep you updated with your child's progress an annual report will be sent home at the end of the academic year in July. The school also holds parents' evenings in the autumn and spring terms.

Scopay Account

At Sharps Copse, we believe in working in partnership with parents and carers; to facilitate this we use Scopay as our main means of communication between school and home. Twice termly parent's newsletters, letters from Headteacher and teachers regarding school trips and events and Governors correspondence, will be emailed to you.

Your child(ren)'s Scopay registration takes place at their point of entry to Sharps Copse, and by you then either locating and downloading the app or visiting www.scopay.com; once registered you will be able to pay for school lunches, uniform, extended school clubs, trips and visits online.

Please help us to reduce our carbon footprint by minimising the amount of paper we send home via pupil post. All correspondence from school is published on our school website located at www.sharpscopseprimary.co.uk .

Contact Information

We rely upon parents and carers to keep us up-to-date with new and current contact details, including new mobile numbers, work details, e-mail address, emergency contact details etc; nothing is more distressing for your child and us if we can't get hold of either you or your emergency contact if they become unwell or are injured.

Children & Families Support Worker (C&FSW)

At Sharps Copse, we know that children achieve more when both home and school work in partnership to support a child's development.

Mrs Cutting is our C&FSW, is in school every day **8.00am - 4.00pm**, and is part of the team that meets and greets our families at **8.45am – 9.15am** and again at the end of the day at **3.00pm – 3.30pm** to bid farewell. She is here to offer support, advice, guidance and a listening ear to parents, carers and children on an individual basis.

Mrs Cutting can support children on a 1:1 or small group basis with:

- lack of confidence and low self-esteem;
- break down/difficult family relationships;
- behavioural, emotional and social difficulties;
- friendship issues;
- transition between schools.

She can also support parents and carers with:

- developing and maintaining positive relationships with the school;
- helping children to increase school attendance, minimise absences and lateness and encouraging children into school;
- referring to and working with a range of professionals for support ie, School Nurse, CAMHS, Southern Domestic Abuse Service etc.;
- managing a problem at home, such as substance misuse, domestic abuse or poor physical or mental health.

Mrs Cutting will help and encourage all families to see school as a friendly, approachable place.

We also run a Parent Support HUB on Wednesday & Friday 8.50am – 9.30am, in the library. Come for a cuppa, a chat, support, advice and signposting.

Emergency School Closure(s)

Heavy snowfall preventing staff from travelling to school, heating failure or loss of basic utilities such as electricity, gas or water will all result in an emergency closure for the school. Should this happen, the following will take place:

- A message will be sent via Scopay;
- Radio Solent (96.1FM or 103.8FM) will broadcast the closure and list the school on its website: www.bbc.co.uk/radiosolent ;
- Hampshire County Council website: www.hants.gov.uk will list the school as closed;
- A message will be put on the school website www.sharpscopseprimary.co.uk and Facebook page;
- ***If possible***, staff will be at the main entrance, at the side pedestrian gate leading to Tanglely Walk and the Lasham Green entrance to inform parents arriving with children of the closure;

Children arriving without adults will be brought into school and their parents/carers will be contacted to make arrangements for collection.

Parental Permissions

When your child joins Sharps Copse, you will be required to complete a registration form for your child(ren), providing the school with current and up-to-date information; included are all the permissions we require and are valid for the period of time that your child(ren) attends Sharps Copse, after which they will automatically expire. If anything changes during this time, you will of course be kept updated and asked to provide further information if required.

If you wish to change your permissions at any time, please email:

adminoffice@sharpscopse.hants.sch.uk

PARENT HELPERS - Want to become a parent helper? – It's simple!

Please contact your child's teacher or the school admin staff to register your interest. It's as easy as that! ***A Disclosure & Barring Service check (DBS) will be required and Mrs Jolliffe, our Business Manager, will help this.***

POLICIES

Many of our school policies are available to view on our school website located at www.sharpscopseprimary.co.uk Hard copies are also available on request from the school office by calling **023 9248 4545** or emailing: adminoffice@sharpscopse.hants.sch.uk – please include your child’s name in the subject heading.

THE SCHOOL DAY – 8.50am–3.10pm

School Times



SESSION TIMES for Year R	
Morning session:	8.50 - 11.45am
Lunch break*	11.45 - 12.45pm
Afternoon session	12.45 - 3.10pm
SESSION TIMES for Years 1 & 2	
Morning session:	8.50 - 10.30am
Morning break*	10.30 - 10.45am
LUNCH break*	12.00 - 12.45pm
Afternoon session	12.45 - 3.10pm
SESSION TIMES for Years 3, 4, 5 & 6	
Morning session:	8.50 - 10.50am
Morning break*	10.50 - 11.05am
LUNCH break Years 3&4*	12.15 - 1.00pm
Afternoon session Years 3&4	1.00 - 3.10pm
LUNCH break Years 5&6*	12.30 - 1.15pm
Afternoon session Years 5&6	1.15 - 3.10pm

***WET BREAKS** – We try our best for the children to have their breaks outside – if wet weather is forecast, please ensure your child(ren) have suitable wet weather clothing/coat and footwear so he or she may play outside.

Arrangements for collecting your child at the end of the school day

Children in Years R, 1 & 2 should be collected from their Classroom/Year Group door; Children in Years 3, 4, 5 & 6 can meet you on the playground.

Please discuss going home and collection arrangements with your child on a daily basis; this is particularly important when afterschool clubs are operating.

School gates are open from **8.45am** and open again at **3.00pm** during the school week.

It is our expectation at Sharps Copse, and for your child(ren)'s safety, that all children in **Years R – 2** are dropped-off and picked-up from school by a parent, carer, guardian or other authorised adult/teenager (over 18). On occasions older siblings attending the school are sent to collect younger brothers and sisters at their parents' or carers' request; this is **not acceptable** and certainly not encouraged due to reasons of safety, plus the huge responsibility placed upon the older sibling. If this is noted, parents and carers will be contacted to discuss the arrangements. Please advise us by calling the school on **023 9248 4545** or emailing adminoffice@sharpscopse.hants.sch.uk if normal collection arrangements change due to an emergency, **by midday**.

Cycling/Scooting to school – the following rules apply:

- it is left to the parents' and carers' discretion whether they accompany their child if they are cycling or scooting to school
- the decision as to whether a child is competent to cycle to and from school rests with the parent;
- children must wear a helmet when riding a bike;
- a cycle/scooter rack is available for children to use; if bike or scooter not locked it is at the parent/carers discretion and the school is not responsible for any bikes/scooters lost or stolen

Security

Sharps Copse is a secure site; gates remain locked at all times, except for the start and end of the day. Entry to the school is only possible via the side pedestrian gate by operating the wall buzzer system and speaking with one of the school's admin staff.

If you wish to speak to a member of staff **ALWAYS** use this entrance stating who you are at the video intercom located on the wall to the left of the gate, and then once admitted report to the school office.

Parking

The school car park, due to limited spaces, is for school and centre staff use only. Parents and carers, please encourage your child(ren) to walk to school.



Parents and carers are only permitted to use the staff car park with permission from the Headteacher or if they or their child(ren) are **blue badge** holders. Please show your blue badge to the School Office so it may be logged.

ATTENDANCE



Parents and carers have a legal responsibility to ensure that children ***attend school regularly and punctually.***

There is a legal requirement for the school to account for all absences. If your child is absent, we need to know why so we ask you to ***telephone us before 9.10am or email on adminoffice@sharpscopse.hants.sch.uk on the first day of absence and every day thereafter.*** If we do not hear from you, we will contact you via text or by telephone to ask for the reason for absence. The Department for Education (DfE) is specific on the subject of absences, which are either authorised or unauthorised by the school. Reasons for authorised absence are:

- any absence that is unavoidable (eg, illness);
- medical appointments (with verification, if necessary);
- religious observance;
- death of a close relative;
- to attend a funeral of a close family member.

Absence from school for a family holiday will not be authorised. We hope you will endeavour to keep any planned absences for your child within the school holidays.

Please attempt to make all appointments outside of school hours, however, children who have to leave school for medical appointments and return later, need to be registered at the office on exit and entry. Except for illness and medical/dental appointments, ***all other absences are*** to be requested by parents and carers using the Hampshire form '**Request to Authorise Absence from School Due to Exceptional Circumstances**'; this form can be downloaded from the school website or collected from the school office.

The latest information we have received from Hampshire County Council, including details about penalties is available on the following link:

[Attendance guidance for parents/carers | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/attendance-guidance-for-parents-carers)

Lateness

A child arriving at school after the playground gates have closed (**8.55am**) must report to the school office (reception) before going to class. Any lateness is recorded in the register: **L = 30 minutes or less** and **U = 31 minutes or more**. **U is recorded** as an **unauthorised** absence. If you are having problems with your child relating to attendance, please contact our Children & Families Support Worker, Mrs Cutting. **Arriving late can be very unsettling for your child(ren) and disturbs the classes early morning routines.**

Too sick for school?

The following NHS link is useful in deciding if you need to keep your child off school or not: [Is my child too ill for school? - NHS \(www.nhs.uk\)](http://www.nhs.uk)
If your child suffers from a sickness and diarrhoea bug, **please keep them away from school for 48 hours from the last episode of sickness or diarrhoea.**

Head Lice

Children with live head lice do not need to be sent home from school; they can go home at the end of the day, be treated, and return to school the following day. Nits (head lice eggs) may persist after treatment, but successful treatment should kill crawling lice. Further information available at: www.nhs.uk/headlice or www.southernhealth.nhs.uk/schoolnursing

SCHOOL UNIFORM

Children joining Sharps Copse Primary School are expected to wear our school uniform.

In adopting a dress-code it is felt that corporate spirit and sense of belonging is enhanced in the school, and we require that all children wear **blue, black grey** and **white**.

School sweatshirts, fleeces and book bags are available to purchase from the school. Please email your request to adminoffice@sharpscose.hants.sch.uk and pay via your Scopay account. We will then 'size-up' your child(ren) and the item(s) will be sent home with them

All children who join us in Yr R are issued with a **free** sweatshirt and bookbag.

Our school uniform is the following:

White, Blue, Pale Blue, Navy:

Polo Shirt, Blouse or Shirt



Royal Blue:

Jumper, Sweatshirt, Fleece, Cardigan
NO 'HOODIES'



Black or Grey:

Trousers, Shorts, Pinafore Dress, Skirts
Blue Gingham Dress
NO TRACKSUIT BOTTOMS



Black:

Closed in **flat** Shoes or trainers
NO BACKLESS SHOES



The P.E. Kit is the following:

White, Blue, Pale Blue, Navy

T Shirt/Polo shirt



Blue, Grey, Black

Shorts – summer
Tracksuit bottoms – winter



Plain Black or White

Trainers



Grey

Hoodies



Sweatshirts, fleeces, PE Hoodies & Bookbags with the school logo are available to purchase from the school office by emailing your request to adminoffice@sharpscopse.hants.sch.uk and with payment via your Scopay account

Prices (effective from 1st September 2024)

- Sweatshirts £11.15 each
- Fleeces £15.95 each
- Book bags £ 6.45 each
- PE Hoodie £14.90 each

All items of clothing can also be purchased via our local supermarkets in the school colours.

Children may wear their PE kit to school on the day of their PE lesson(s).

Please speak to the School Office or Mrs Cutting if you need any assistance in providing the correct school uniform for your child(ren) as we often have very good quality second hand items available.

School Uniform – health and safety rules:

- high-heeled or backless shoes are **not** suitable shoes for wearing to school;
- for safety reasons children should **remove** watches for P.E., games, drama, dance and swimming.

It is the expectation at Sharps Copse that children whose ears are pierced must only wear **one pair of small plain stud earrings**, no other is acceptable.

Earrings should not be worn to school on the days when PE, games, drama, dance and swimming are taking place.

Any other type of jewellery should not be worn to school for safety and security.

Hair/Makeup

Children at Sharps Copse should **not** wear any form of **make-up** (including nail varnish or false nails/extensions) to school. Children should **not** be sent to school with extreme **hairstyles** eg, no patterns shaved into the head or dyed different colours. Hair accessories should be discreet and uniform colour.

Lost Property

All personal property including uniform belonging to the children should be **clearly** and **permanently** marked with the child's name. This allows us to quickly return items of 'mis-laid' property found around the school to their rightful owner.

We will do our very best to help return mis-laid belongings; Mrs Cutting regularly displays items of lost property in the hall or playground where the children can see it. By doing this it is hoped they will be able to claim their property.

All children are reminded by their class adults, at the end of each half term, to take home their belongings including lunch boxes, bags, uniform, coats etc for a thorough wash and freshen up.

Whilst we make every effort to safeguard children's possessions and property, we cannot accept liability for the accidental loss or damage of personal belongings if they are brought into school. Children are discouraged from bringing money or other valuable items to school such as i-pods, mobile telephones, computer games, jewellery etc, other than money for bus fare, unless there is a valid reason.

Any property that is unclaimed by the end of the academic year is donated to a local charity or clothing bank.



Mobile Phones

Mobile phones are part of modern society and a large number of the older children at Sharps Copse will now own a mobile phone. We recognise that for safety reasons, some parents and carers may want their child to carry a mobile phone in order to be able to contact a family member before or after school if they are walking to/from school by themselves.

The decision to allow a child to bring a mobile phone to school rests with a parent or carer.

Please be aware:

Sharps Copse Primary School will **not** accept responsibility for loss, damage or theft of a mobile phone;

- The **decision** to allow a child to bring a mobile phone to school rests solely with a parent or carer. Parents, carers and children must be aware that bringing a phone to school carries the risk of loss, damage or theft. For this reason, the school will discourage parents and carers allowing their children to bring phones to school;
- Mobile phones must remain **switched off** during school hours and kept in the school safe and must be collected at the end of the day by the child;
- Mobile phones are not allowed to be used on site – this is defined as **‘inside the school gates’** and includes the playground at the beginning and end of the day.

Damage to School Property

In the event of a child wilfully damaging school property, taking items without permission or carelessly losing books or equipment, parents and carers will be asked to pay the full replacement cost, or if the item is damaged but still useable, to make a contribution.

BEHAVIOUR

At Sharps Copse we have a set of values that we promote:

Our **‘SHARPs’** Values:

To have high ... **Standards** in all that we do, work and behaviour – to be... **Honest** in our efforts, challenging ourselves and solving problems – our approach to ... **Attitude** in how we tackle life at Sharps Copse in the most positive way – to have **Resilience** ... representing how we do not give up on any area but find a way to keep going – and have ... **Pride** in how we feel about ourselves, our friends and others in the school community.

... 'we represent these values at Sharps Copse every second of every day and will always strive to show them. If we do, we can expect moving up the **zone board** to get to gold and receive a **sticker** or we can receive a **Sharpy Shark** to show the value we have succeeded in. Our school moves from strength to strength as we demonstrate our values' ...



Sharps Copse has **five clear** rules which children are expected to follow:

- we respect ourselves, other people and property;
- we are kind and thoughtful to each other;
- we do as we are asked the first time;
- we keep ourselves safe;
- we are here to do our best, and enjoy learning

In recognition of good behaviour '**stickers**' informing parents and carers of how well their child(ren) is/are behaving in school or if they have been respectful to others or themselves, or been kind, thoughtful or safe, has achieved the best that they can or made/is making progress in their learning.

Children are also rewarded during their daily tasks and learning in school by meeting with one of our duty staff who are Mr Elsen, Mrs Fairall, Mrs Wood and Mrs Cutting to share their achievement and to collect a '**Sharpy Shark**'. This is kept by the child for one day and is in recognition of them having **Standards**, **Honesty**, **Attitude**, **Resilience** and **Pride**.

Celebration Assembly is held on a Friday each, where children are personally awarded either '**person or group of the week**' certificates.

FOOD IN SCHOOL

School Meals

- Children may either have a healthy cooked lunch supplied by our contract caterers (Education Catering, previously known as HC3S) or bring a healthy packed lunch from home;
- Children having school lunches are able to order the meal of their choice daily from our three-choice menu; this is available to view on our school website at www.sharpscopeprimary.co.uk
- Water is provided for all children having school meals at lunchtime;
- School meals are currently **£3.20** per day or **£16.00** per week;
- We expect all meals to be paid for weekly and **in advance** on the first day of the week by using your child(ren)'s **SCOPay** account;
- If you know your child is going to arrive at school after **10am**, please ring the school office to book a meal before **9.30am** as all our meals are cooked on the day, to order.

If you think your child may be entitled to Free School Meals (FSMs) you can check your eligibility for them using the link on our website: www.sharpscopeprimary.co.uk - please select '**Parent Info**', then the '**Free School Meals**' tab.

You can make an application online and will get immediate decision. Alternatively, please speak with the School Office 023 92484545 or email adminoffice@saharpscope.hants.sch.uk

It is important for your child's education that you register for FSMs if you are entitled as this does mean that your child will be eligible for additional resources (Pupil Premium funding) and doesn't mean your child can't bring a packed lunch to school on the days that they don't want a school lunch.

Food Allergies

Please let the school know if your child has a **food allergy or intolerance** (not just a dislike). Education Catering, formally HC3S, the company that provides Sharps Cope school meals, require a **Special Diets Request** form to be completed before a child with a food allergy can have a school meal. This form is available on-line via our website www.sharpscopeprimary.co.uk – please select '**Parent Info**' and then the '**School Meals**' tab; alternatively, you can call them on 023 8062 9388, or email Edcateringfooddevelopment@hants.gov.uk and one of the team will be happy to help you during office hours.

At Sharps Copse we continually promote a healthy lifestyle, encouraging all children to take part in increased levels of activity and make healthy food choices. Water is available to drink. Parents and carers providing a packed lunch for their child(ren) may also provide an alternative drink contained in a plastic bottle.



Please see this NHS link for packed lunch box ideas:

[Lunchbox ideas and recipes – Healthier Families - NHS \(www.nhs.uk\)](http://www.nhs.uk)

Bars of chocolate, sweets or fizzy drinks **are not permitted** in school, or to be taken on school trips.

All children in **Years R – 2** are entitled to a **Universal Free School Meal (UFSMs)**.

Nut/Strawberry & Kiwi allergies: We have a small number of children in school that have allergies. For this reason, please **do not send any nuts/nut products/peanut butter** sandwiches, fresh strawberries or kiwi, to school with your child for lunch.

Water Bottles

All children should bring a **plastic** water bottle daily to school, that is clearly marked with their **name** and **class** and should be reminded to take home at the end of the day for a clean and refill for the next days' use.

Children have unlimited access to their water bottles throughout the day and are encouraged to refill them at school with water.



KEEPING HYDRATED PREVENTS HEADACHES AND HELPS THE BRAIN FUNCTION

Milk for Year R Children

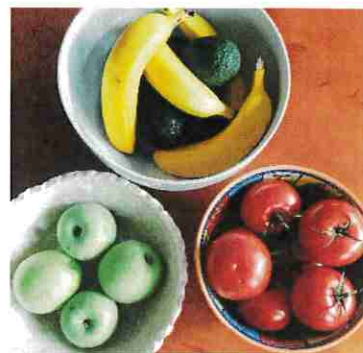
Milk, if required is provided for all children in Year R **free of charge**.



Fruit & Veg

Seasonal fruit and edible raw vegetables are provided **free of charge**, for all children at morning snack time. All children are encouraged to help themselves.

Please do not send chocolate bars/chocolate biscuits/crisps etc for snack time.



HEALTH

Asthma

Asthma inhalers are kept in classes so children have easy access to them at all times. Please complete an **Individual Healthcare Plan (IHP) form** available from the school office, and return together with your child's in-date inhaler, in the original pharmacy named box via the school office for recording purposes. Children will not be allowed to go out on trips without their inhaler. Please notify us if and when your child's medical condition or the support required in school changes.

Administering Medication at School

Trained staff can administer **prescribed** medicines to your child if needed. Antibiotics required 3 times per day should, where possible, be administered at home in the morning before school, when your child gets home after school and before bed. Please bring any prescribed medication in the original named packaging to the school office and complete a permission form. All medication is stored and administered in the medical room (apart from children's asthma inhalers, epi-pens etc). These arrangements protect all your children from the loss or misapplication of medicines.

The school also holds calpol to give to children as emergency pain relief. A member of staff will telephone a parent or carer for verbal permission for the school to administer this medication and advise of timing.

Illness or Accidents Whilst at School

If your child is ill or has an accident at school, it may be necessary to contact you urgently. It is **essential** that we have your home telephone number, mobile number and details of another person who may be contacted in an emergency; nothing is more **distressing** for your child and us if we're unable to contact you in an emergency.

In exceptional circumstances, where the problem is serious and contact with parents, carers or emergency contacts can't be made, the Headteacher will act '**in loco parentis**'.

First Aid

A range of our staff members hold First Aid at Work, Emergency Aid, First Response or Paediatric First Aid qualifications, all of who receive regular refresher training.



Dogs

No dogs are **allowed** on the school site unless they are for assisted and aided purposes.

PLANNED INSET DAYS for 2024-2025

- | | |
|---|--------------------------------|
| 1 | 2 nd September 2024 |
| 2 | 3 rd September 2024 |
| 3 | 6 th January 2024 |
| 4 | TBC |
| 5 | TBC |

Please visit the school website www.sharpscopseprimary.co.uk and view the 'Parent Info' then chose the 'School Calendar' tab for latest updates.

EXTENDED SCHOOL CLUBS

For children who attend Sharps Copse and who have parents or carers who work or who are attending college or in higher education, the Extended School clubs are available Monday to Friday from 7.45-8.50am and again, at the end of the day, from 3.10-5.00pm term time, for **£3.50 per session, bookable and payable in advance** – registration details available from the school office by contacting **023 9248 4545** or email to adminoffice@sharpscopse.hants.sch.uk , please put your child's name in the subject heading.

There is so much going on at Sharps Copse, it's really hard to fit the information all into one booklet. If you have any questions, concerns or queries we've not been able to answer just ask! Keep up to date with everything that is going on in school by checking our website at: www.sharpscopseprimary.co.uk or by following us on Facebook – search **Sharps Copse School**.

School Terms And Holidays 2025 – 2026

Determined programme of school term and holiday dates for county and controlled schools for the
academic year 2025/26

SEPTEMBER 2025						OCTOBER 2025						NOVEMBER 2025							
M	1	8	15	22	29	M	6	13	20	27	M	3*	10	17	24				
T	2	9	16	23	30	T	7	14	21	28	T	4	11	18	25				
W	3*	10	17	24		W	1	8	15	22	29	W	5	12	19	26			
T	4	11	18	25		T	2	9	16	23	30	T	6	13	20	27			
F	5	12	19	26		F	3	10	17	24 #	31	F	7	14	21	28			
S	6	13	20	27		S	4	11	18	25		S	1	8	15	22	29		
S	7	14	21	28		S	5	12	19	26		S	2	9	16	23	30		
DECEMBER 2025						JANUARY 2026						FEBRUARY 2026							
M	1	8	15	22	29	M	5*	12	19	26	M	2	9	16	23*				
T	2	9	16	23	30	T	6	13	20	27	T	3	10	17	24				
W	3	10	17	24	31	W	7	14	21	28	W	4	11	18	25				
T	4	11	18	25		T	1	8	15	22	29	T	5	12	19	26			
F	5	12	19 #	26		F	2	9	16	23	30	F	6	13#	20	27			
S	6	13	20	27		S	3	10	17	24	31	S	7	14	21	28			
S	7	14	21	28		S	4	11	18	25		S	1	8	15	22			
MARCH 2026						APRIL 2026						MAY 2026							
M		2	9	16	23	30	M		6	13*	20	27	M			4	11	18	25
T		3	10	17	24	31	T		7	14	21	28	T			5	12	19	26
W		4	11	18	25		W	1	8	15	22	29	W			6	13	20	27
T		5	12	19	26		T	2	9	16	23	30	T			7	14	21	28
F		6	13	20	27 #		F	3	10	17	24		F		1	8	15	22#	29
S		7	14	21	28		S	4	11	18	25		S		2	9	16	23	30
S	1	8	15	22	29		S	5	12	19	26		S		3	10	17	24	31
JUNE 2026						JULY 2026						AUGUST 2026							
M	1*	8	15	22	29	M		6	13	20	27	M		3	10	17	24	31	
T	2	9	16	23	30	T		7	14	21	28	T		4	11	18	25		
W	3	10	17	24		W	1	8	15	22 #	29	W		5	12	19	26		
T	4	11	18	25		T	2	9	16	23	30	T		6	13	20	27		
F	5	12	19	26		F	3	10	17	24	31	F		7	14	21	28		
S	6	13	20	27		S	4	11	18	25		S	1	8	15	22	29		
S	7	14	21	28		S	5	12	19	26		S	2	9	16	23	30		

School Terms And Holidays 2025 – 2026

Determined programme of school term and holiday dates for county and controlled schools for the academic year 2025/26

Bank and Public Holidays 2025/2026			
Christmas Day	25 December 2025	Easter Monday	6 April 2026
Boxing Day	26 December 2025	May Day Holiday	4 May 2026
New Year's Day Holiday	1 January 2026	Spring Bank Holiday	25 May 2026
Good Friday	3 April 2026	Summer Bank Holiday	31 August 2026

* First day after break



School Holidays



Bank Holidays and National Holidays

Last day before break

Autumn Term 2025 starts on Wednesday 3 September 2025 and ends on Friday 19 December 2025 (Half term from Monday 27 October to Friday 31 October 2025)

Spring Term 2026 starts on Monday 5 January 2026 and ends on Friday 27 March 2026 (Half term from Monday 16 February to Friday 20 February 2026)

Summer Term 2026 starts on Monday 13 April 2026 and ends on Wednesday 22 July 2026 (Half term from Monday 25 May to Friday 29 May 2026)

Term	Start date	End Date
Autumn 2025	3 September 2025	19 December 2025
	Half term 27 October- 31 October 2025	
Spring 2026	5 January 2026	27 March 2026
	Half term 16 February - 20 February 2026	
Summer 2026	13 April 2026	22 July 2026
	Half term 25 May – 29 May 2026	

Hampshire School Terms and Holidays 2024 – 2025

Determined programme of school term and holiday dates for county and controlled schools for the
academic year 2024/25

SEPTEMBER 2024					
M	26	2*	9	16	23
T	27	3	10	17	24
W	28	4	11	18	25
T	29	5	12	19	26
F	30	6	13	20	27
S	31	7	14	21	28
S	1	8	15	22	29

OCTOBER 2024					
M	30	7	14	21	28
T	1	8	15	22	29
W	2	9	16	23	30
T	3	10	17	24	31
F	4	11	18	25#	
S	5	12	19	26	
S	6	13	20	27	

NOVEMBER 2024					
M	4*	11	18	25	
T	5	12	19	26	
W	6	13	20	27	
T	7	14	21	28	
F	1	8	15	22	29
S	2	9	16	23	30
S	3	10	17	24	

DECEMBER 2024					
M	2	9	16	23	
T	3	10	17	24	
W	4	11	18	25	
T	5	12	19	26	
F	6	13	20#	27	
S	7	14	21	28	
S	1	8	15	22	29

JANUARY 2025					
M	30	6*	13	20	27
T	31	7	14	21	28
W	1	8	15	22	29
T	2	9	16	23	30
F	3	10	17	24	31
S	4	11	18	25	
S	5	12	19	26	

FEBRUARY 2025					
M	3	10	17	24*	
T	4	11	18	25	
W	5	12	19	26	
T	6	13	20	27	
F	7	14#	21	28	
S	1	8	15	22	
S	2	9	16	23	

MARCH 2025					
M	3	10	17	24	
T	4	11	18	25	
W	5	12	19	26	
T	6	13	20	27	
F	7	14	21	28	
S	1	8	15	22	29
S	2	9	16	23	30

APRIL 2025					
M	31	7	14	21	28
T	1	8	15	22*	29
W	2	9	16	23	30
T	3	10	17	24	
F	4#	11	18	25	
S	5	12	19	26	
S	6	13	20	27	

MAY 2025					
M	5	12	19	26	
T	6	13	20	27	
W	7	14	21	28	
T	1	8	15	22	29
F	2	9	16	23#	30
S	3	10	17	24	31
S	4	11	18	25	

JUNE 2025					
M	2*	9	16	23	
T	3	10	17	24	
W	4	11	18	25	
T	5	12	19	26	
F	6	13	20	27	
S	7	14	21	28	
S	1	8	15	22	29

JULY 2025					
M	30	7	14	21	28
T	1	8	15	22#	29
W	2	9	16	23	30
T	3	10	17	24	31
F	4	11	18	25	
S	5	12	19	26	
S	6	13	20	27	

AUGUST 2025					
M	4	11	18	25	
T	5	12	19	26	
W	6	13	20	27	
T	7	14	21	28	
F	1	8	15	22	29
S	2	9	16	23	30
S	3	10	17	24	31

Hampshire School Terms and Holidays 2024 – 2025

Determined programme of school term and holiday dates for county and controlled schools for the
academic year 2024/25

Bank and Public Holidays 2024/25			
Christmas Day	25 December 2024	Easter Monday	21 April 2025
Boxing Day	26 December 2024	May Day Holiday	5 May 2025
New Year's Day	1 January 2025	Spring Bank Holiday	26 May 2025
Good Friday	18 April 2025	Summer Bank Holiday	25 August 2025

* First day after break



School Holidays



Bank Holidays and National Holidays

Last day before break

Autumn Term 2024 starts on Monday 2 September 2024 and ends on Friday 20 December 2024
(Half term from Monday 28 October to Friday 1 November 2024)

Spring Term 2025 starts on Monday 6 January 2025 and ends on Friday 4 April 2025
(Half term from Monday 17 February to Friday 21 February 2025)

Summer Term 2025 starts on Tuesday 22 April 2025 and ends on Tuesday 22 July 2025
(Half term from Monday 26 May to Friday 30 May 2025)

Term	Start date	End Date
Autumn 2024	2 September 2024	20 December 2024
	Half term 28 October – 1 November 2024	
Spring 2025	6 January 2025	4 April 2025
	Half term 17 February - 21 February 2025	
Summer 2025	22 April 2025	22 July 2025
	Half term 26 May – 30 May 2025	

Please note that the dates as published are correct.

It has now been agreed and confirmed that 2 September 2024 is the start date for the Autumn Term 2024/25.

Please also note that the first day of the Autumn Term in September 2025 will not be determined until the 2025/26 timetable has been consulted upon and approved in February 2024.