



Sharps Copse Primary School

Parents & Carers Handbook 2025 – 2026

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/carers 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 (DSLs) 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 2025-2026

Senior Leadership Team

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

Teachers

Year R

Miss L Carter
Mrs J Davies (p/t)
Mrs H Pitts (p/t)

Year 1/2

Miss D Gray (p/t)
Mrs V Rowe
Mrs L Bunkin (p/t)
Miss G Severs (p/t)

Year 3/4

Mr A Cawley
Mrs C Fauch
Miss K Clements

Year 5/6

Mrs R Cawley (p/t)
Miss H Noble (p/t)
Mrs J Reed – maternity leave covered by
Miss I Gervasoni Autumn term
Mr J Harris

Maths/Computing/PPA Cover:

Miss H Ecobichon (p/t)

Teaching Assistants

Year R

Miss S Elsey
Miss C Warren

Year 1/2

Mrs Z Whiting
Mrs N McGurk
Mrs U Deck
Miss A Higgs
Miss F Enticknap
Mrs R Dyssell (p/t)
Miss S Faithfull (p/t)

Year 3/4

Mrs H Randall
Mrs A Colley
Mr J Knight

Year 5/6

Mrs J Cake
Mrs S Thompson
Mr J Knight

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

Administrative Staff:

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

Site Management Staff:

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

Lunch-time Supervision

	MSAs	
Mrs A Benfield		Mrs S Faithfull
Mrs M Ferre		Mrs Z Morley
Mrs C Neale		Mrs S Barnett
Lunch Reflection & Support:		Senior Leadership Team

Governors

Mrs J Towers	-	Chairperson - LEA
Mr P Storrie	-	Vice Chairperson – Co-opted
Vacancy	-	Parent Governor
Mrs B Sanders	-	LA Governor
Mr S Gough		Governor - Co-opted
Miss S Hardie	-	Governor - Co-opted
Rev K Green	-	Governor – Co-opted
Mrs V Rowe	-	Staff Governor
Mrs A King	-	Governor – 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 **8.30am - 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 our updated Family Room.**

**COME FOR A CUPPA, A CHAT, SUPPORT, ADVICE AND SIGNPOSTING
WE'D LOVE TO SEE YOU**

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 Tangley 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 their 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 with 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 Year 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 Year 3/4 & 5/6

Morning session:	8.50 - 10.50am
Morning break*	10.50 - 11.05am
Lunch break Year 3/4*	12.15 - 1.00pm
Afternoon session Year 3/4	1.00 - 3.10pm
Lunch break Year 5/6*	12.30 - 1.15pm
Afternoon session Year 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 they 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 sports/activity clubs are operating.

School gates are open for you 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 a bike or scooter is 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 are encouraged to walk to school with their child(ren).



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:

<https://www.hants.gov.uk/educationandlearning/behaviour-attendance-parents>

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.** You will be asked, by the school office team, to complete a form every time your child(ren) are late.

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 \(www.nhs.uk\)](https://www.nhs.uk/conditions/when-to-keep-child-at-home/)

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 is available by following this link:

[Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk/conditions/when-to-keep-child-at-home/)

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**.

Sweatshirts, PE Hoodies, Fleeces and Book Bags with the school logo are available to purchase from the school. Please email your request to adminoffice@sharpscopse.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



School Uniform – health and safety rules:

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

Please note that children who are not wearing correct school uniform or PE uniform will be lent spare items. We will contact you and expect the child to be in the correct uniform the following day.

Extreme Weather – Children should dress appropriately for extreme weather conditions. In summer, it is vital that children have a protective sun hat or cap. Sun cream should be applied before they arrive at school on hot summer days. Boots and sufficiently warm waterproof coats should be provided in extremely wet or snowy weather.

As outdoor play is a significant part of Early Years curriculum, the children in the Early Years Foundation Stage should be dressed appropriately for all kinds of weather. Hats, gloves and wellington boots would also be items of clothing that we recommend could be provided for the children.

Prices

(as at September 2025)

- Sweatshirts £12.00 each
- Fleeces £16.85 each
- Book bags £ 7.50 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.

We also have a pre-loved uniform rail in the School foyer, these items are free, please help yourselves

Jewellery and Watches – **one** pair of discrete ear-studs or sleepers are permitted but, to prevent injury, these need to be removed or covered with ear tape during P.E. Standard watches may be worn (Ideally analogue to aid learning) but gadgets such as Fitbits or iWatches etc. are not permitted as they are a distraction in class and are an expensive item if lost or damaged. Watches will need to be removed for P.E lessons.

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 – Please name all belongings

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 note: if you are intending to purchase a new phone for your child, we will be moving to 'Non-Smartphones' in due course. 'Smart phones will not be allowed in school.

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, handed in to the school office at the start of the day and will be kept in the school safe. They 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 current 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.

Packed Lunches

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 \(www.nhs.uk\)](https://www.nhs.uk/healthierfamilies/ideas/food/recipes/)

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 2025-2026

1	3 rd September 2025
2	5 th January 2026
3	TBC
4	TBC
5	TBC

Please visit the school website www.sharpscapseprimary.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 **£4 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.**