



SHARPS COPSE PRIMARY SCHOOL

Headteacher: Mr M. Elsen – BEd (Hons) - NPQH

Business Manager: Mrs L. Setterfield

Prospect Lane, HAVANT, Hants, PO9 5PE
Telephone: 023 9248 4545

e-mail: adminoffice@sharpscopse.hants.sch.uk
website: www.sharpscopse.hants.sch.uk

Our ref: SCPN Yr R Parent Information – 2022

22nd September 2022

Dear Parents & Carers of Yr R Children

Now that your child is settling into their new class and getting to know their teachers and other staff around the school, I thought that you would also like to know who these other staff in our school are, and attach for your information a list of our school **staffing** structure.

Sharps Copse has always prided itself, and is noted for providing the personal touch for our children and their families. One of the major changes due to pandemic conditions, and to ensure that all remain safe is our way of communicating to keep you **up-to-date** with school life, which means we're now using email, text messaging and phone calls; we've become a cashless school and expect all our parents to access their child's **SCOPay** account to purchase **school lunches, school uniform, pay for trips and extended school club provision** – further details are available from the school office.

In the next couple of weeks, your child will be invited to '**seesaw**' – this is a learning platform where you will be able to see your child's learning progress throughout the year. You will also have the opportunity to message your child's class teacher if you have any concerns or queries.

Your child will be assigned to a **keyworker** who is an adult in their class who will work closely with your child ensuring developmental milestones are met through the year.

Keep a lookout for our twice-termly **newsletter** listing events, reviews and meetings that we are planning to take place for the whole school; attached is a copy of our latest one that was issued in July. Please note the key dates included that are occurring during this half term; also included are copies of the **2022-2023** and **2023-2024** academic calendars for your information. These details can also be found on noticeboards located outside your child's class and on our school website by visiting us at www.sharpscopse.hants.sch.uk. You will of course be kept updated with all other events as and when they occur.

Information provided by you on your **child's registration** and other information forms including medical and dietary needs, to help us to get to know you and your child. These ensure that we are holding correct and up-to-date details. If you or your child's circumstances change ie, change of phone number, email address, emergency contact details etc, it's important to let the school office know as soon as possible by emailing adminoffice@sharpscopse.hants.sch.uk and putting your **child's name** in the **subject heading** or phoning the above number between **8.30am** and **3.30pm**, Monday to Friday during term time. Believe me, nothing is more **distressing** for your child and us if we can't contact you or your emergency contact if they become unwell or have injured themselves.

Be **assured** that we're doing all we can to help your child(ren) settle happily, and you should know that already they've very quickly taken on board our safe ways in and around school; their **happiness** and well-being is just as important to us too - they are an absolute delight and just great.

My staff and I will continue **meeting and greeting** you and your children on the playground or at the field gates every morning, and we'll be there again at the end of the day bidding **farewell**. Please feel that you can use these **opportunities** to pass messages for other school staff and though our response will now most probably be virtual, rest assured we're always willing to **listen** and **help** where and if we can. Your child's class teacher is also available to speak with you via phone either before or after school if you have a cause for concern. Please leave a message with our office staff for a phone appointment or ask for a returned call. If you're calling outside of office hours, please leave a message on the answerphone and someone will get back to you.

We are all too aware that you may have important **queries** regarding school life; you can usually guarantee that if you have a **question** then someone else is also wondering about the same thing! We also know that unanswered questions can sometimes morph into a worry, so as we all go along together it's **good** to share a worry.

If you have any queries or concerns about the content of this letter, please don't hesitate to contact me using the above telephone number where I'll be more than happy to speak with you.

Yours sincerely



Mike Elsen
Headteacher

Att: School Staff Structure
Sharps Copse News & Academic Calendars

SCHOOL STAFF ORGANISATION for 2022-2023

Senior Leadership Team

Headteacher: Mr M. Elsen		
Asst Headteacher -T&L: Mrs A. Fairall	Asst Headteacher - Inclusion: Mrs K. Wood	
Business Manager: Mrs L. Setterfield		

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 Mr A. Valera-Sheppard
Years 3 & 4 Mr A. Cawley Mrs C. Faunch Miss H. Ecobichon (p/t)		Years 5 & 6 Mrs R. Cawley (p/t) Miss I. Gervasoni Mr J. Harris Miss H. Noble (p/t)

Teaching Assistants

Year R	Year 1	Year 2
Mrs M. Abbatt Miss S. Elsey Miss F. Enticknap (am)	Mrs Z. Whiting Mrs U. Deck (am) Mrs A. Higgs (pm)	Mrs A. Colley Mrs K. Waller
Years 3 & 4 Mrs A. King Mrs S. Morrison (am) Mrs A. Waller + 1 TBC		Years 5 & 6 Mrs J. Cake Mrs S. Thompson Mrs H. Randall Miss E. Williams

Attendance & Library:	Miss E. Williams
Breakfast & After School Club:	Mrs M. Ferre Miss C. Winter
Children & Families Support Worker:	Mrs L. Cutting
Counsellor:	Miss J. Thomas
Nurture Support:	Mrs U. Deck (pm) Mrs S. Morrison (pm)
Reading (FFT):	Mrs A. Higgs (am)
Reading Yr R:	Mrs S. Redsull
Reading Yr 1:	Miss D. Waldron
Reading Yr 2:	Miss C. Winter
Yrs 3&4 Small Group Support:	Mrs S. Morrison (am)
Speech & Language Support:	Mrs K. Combes Miss F. Enticknap (pm)
Sports Coach:	Mr J. Kennett

Administrative Staff:

Admin Officer: Mrs J. Jolliffe
Admin Assistants: Mrs K. Burn (Mon – Wed)
Mrs V. Richardson (Wed – Fri)

Site Management Staff:

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

Lunch-time Supervision

Senior Supervisor: Mrs K. Waller

MSAs

Mrs A. Benfield	Miss C. Davis	Mrs S. Faithfull	Mrs M. Ferre
Mrs A. King	Miss V. Lawrence	Mrs S. Moseley	Mrs C. Neale
Miss T. Newell	Mrs A. Orgill	Miss D. Waldron	Miss C. Warren
Miss C. Winter			

School Terms And Holidays 2022 – 2023

Determined programme of school term and holiday dates for county and controlled schools for the
academic year 2022/23

SEPTEMBER 2022						OCTOBER 2022						NOVEMBER 2022						
M		5	12	19	26	M		3	10	17	24	31*	M		7	14	21	28
T		6	13	20	27	T		4	11	18	25	T	1	8	15	22	29	
W		7	14	21	28	W		5	12	19	26	W	2	9	16	23	30	
T	1*	8	15	22	29	T		6	13	20	27	T	3	10	17	24		
F	2	9	16	23	30	F		7	14	21#	28	F	4	11	18	25		
S	3	10	17	24	S	1	8	15	22	29	S	5	12	19	26			
S	4	11	18	25	S	2	9	16	23	30	S	6	13	20	27			
DECEMBER 2022						JANUARY 2023						FEBRUARY 2023						
M		5	12	19	26	M		2	9	16	23	30	M		6	13	20*	27
T		6	13	20	27	T		3*	10	17	24	31	T		7	14	21	28
W		7	14	21	28	W		4	11	18	25	W	1	8	15	22		
T	1	8	15	22	29	T		5	12	19	26	T	2	9	16	23		
F	2	9	16#	23	30	F		6	13	20	27	F	3	10#	17	24		
S	3	10	17	24	31	S		7	14	21	28	S	4	11	18	25		
S	4	11	18	25	S	1	8	15	22	29	S	5	12	19	26			
MARCH 2023						APRIL 2023						MAY 2023						
M		6	13	20	27	M		3	10	17*	24	M		1	8	15	22	29
T		7	14	21	28	T		4	11	18	25	T	2	9	16	23	30	
W	1	8	15	22	29	W		5	12	19	26	W	3	10	17	24	31	
T	2	9	16	23	30	T		6	13	20	27	T	4	11	18	25		
F	3	10	17	24	31#	F		7	14	21	28	F	5	12	19	26#		
S	4	11	18	25	S	1	8	15	22	29	S	6	13	20	27			
S	5	12	19	26	S	2	9	16	23	30	S	7	14	21	28			
JUNE 2023						JULY 2023						AUGUST 2023						
M		5*	12	19	26	M		3	10	17	24	31	M		7	14	21	28
T		6	13	20	27	T		4	11	18	25	T	1	8	15	22	29	
W		7	14	21	28	W		5	12	19	26	W	2	9	16	23	30	
T	1	8	15	22	29	T		6	13	20	27	T	3	10	17	24	31	
F	2	9	16	23	30	F		7	14	21#	28	F	4	11	18	25		
S	3	10	17	24	S	1	8	15	22	29	S	5	12	19	26			
S	4	11	18	25	S	2	9	16	23	30	S	6	13	20	27			

Hampshire School Terms And Holidays 2023 – 2024

Determined programme of school term and holiday dates for county and controlled schools for the
academic year 2023/24

SEPTEMBER 2023					
M	28	4	11	18	25
T	29	5	12	19	26
W	30	6	13	20	27
T	31	7	14	21	28
F	1	8	15	22	29
S	2	9	16	23	30
S	3	10	17	24	

OCTOBER 2023					
M	2	9	16	23	30
T	3	10	17	24	31
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

NOVEMBER 2023				
M	6	13	20	27
T	7	14	21	28
W	1	8	15	22
T	2	9	16	23
F	3	10	17	24
S	4	11	18	25
S	5	12	19	26

DECEMBER 2023					
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

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

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

MARCH 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	31

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

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

JUNE 2024					
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

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

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