



SHARPS COPSE PRIMARY SCHOOL

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Our ref: SCPN Yr R Parent Information – 2023

14th September 2023

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 what their roles are, and attach for your information a list of our school **staffing** structure.

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.

Sharps Copse has always prided itself, and is noted for providing the personal touch for our children and their families. To ensure that all remain safe we use our email, text messaging and phone communicating systems to keep you **up-to-date** with school life; we are 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 join '**seesaw**' – this is our e-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 **2023-2024** and **2024-2025** 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, 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.

My staff and I will continue **meeting and greeting** you and your children on the playground 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