

Sparsholt C. E. Primary School

Woodman Lane, Sparsholt, Winchester, Hampshire, SO21 2NR

Telephone: 01962 776264

E-mail: headteacher@sparsholt.hants.sch.uk
adminoffice@sparsholt.hants.sch.uk
absence@sparsholt.hants.sch.uk



13th February 2020

Dear Parents,

Following on from the successful change to how home arrangements are communicated to the school, we are now asking parents to provide us with the 'normal' arrangements each half term. Therefore, please can you complete the attached form for your child(ren) for the weeks after the February half term, up until the Easter holidays.

Obviously, we realise that there are times when these 'normal arrangements' change (even at late notice) and therefore if there are changes **we ask that you as parents inform the office by no later than 2.30pm on the day that the change will take place.**

In addition, we do need to **remind parents that the school must be informed if your child is being picked up by anyone other than yourselves or your child minder**, including going home with other parents or relatives who do not normally pick up.

Thank you for your support and understanding with this.

Best Regards,

Mrs Hanratty

Headteacher



Please complete the form below for weeks starting Monday 24th February 2020 through to Friday 27th March and Monday 30th March to Friday 3rd April (no clubs running this week). **If your child is allowed to walk home by themselves at the end of the school day, please indicate this below.**

CHILD'S NAME

	Weeks commencing Monday 24 th February to Friday 27 th March 2020	Week commencing Monday 30 th March (No clubs this week)	
Monday			C = Club
Tuesday			W = Walk home without an adult
Wednesday			B = Bus
Thursday			P = Pickup at 3.30pm by an adult
Friday			ASC = After School Childcare Provision

Signed..... **Date**