



Sherborne Abbey
CE Primary School

Parent & Carer Handbook 2025-26

"This is the day that the Lord has made; let us rejoice and be glad in it." (Psalm 118:20)



www.sherborneabbey.dorset.sch.uk



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SAST

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Welcome



A very warm welcome to Abbey school!

I hope this handbook will provide useful information about the day-to-day running of our lovely school. We think we have covered everything, but if you have any further questions please do pop in and see us to ask.

Warmest wishes,

Mrs Lisa Thompson

Head of School

The School Day

8:35am	School gates open and drop-off time
8:45am	School day starts
12.00-1.30pm	Lunch (staggered)
3.15pm	School day ends

We run a Breakfast Club from 7.45am - 8.45am, and an After School Childcare (ASC) provision that runs from 3.15pm - 5.15pm every day. Parents can book and pay online via the School Money website. Children are taken from their classroom at the end of the day to the club. For more information please contact the school office.

Changes to child collection arrangements

If you arrange for someone else to collect your child from school, please inform the office by 1.00pm. We will not let your child leave the school premises with anyone without your permission. If you would like named people to be able to collect your child on any day, without having to contact us, or have a regular pick up arrangement on a particular day, then please inform us in writing or by email.

Breakfast Club

Our Breakfast Club runs from 7.45am each morning until the start of the school day, when children are taken to their classes. Breakfast is served from 7.45am-8.20am. Once children have eaten their breakfast, there is a range of activities for them to do.

Breakfast includes a selection of cereals, toast, bagels, yoghurt and fresh fruit. This is served with apple juice, orange juice, milk or water.

The cost of Breakfast Club is £5.50 per day, and it must be booked in advance - by 1pm on Wednesday for the following week (as this allows us to ensure adequate staffing).

After School Childcare (ASC)

After School Childcare (ASC) runs from 3.15pm - 5.15pm every day. Children will be escorted from their class at the end of the day to the club. The club runs as two sessions, and either one hour or both hours can be booked.

- 3.15pm - 4.15pm - Session 1, first hour
- 4.15pm - 5.15pm - Session 2, second hour

Children will be given a healthy snack and drink, followed by a range of activities. The cost of After School Childcare (ASC) is £5.50 per hour.

Booking Sessions

For both Breakfast Club and ASC, parents/carers can book and pay online via the School Money website: www.eduspot.co.uk

Once your child is registered at school you will be sent a welcome message and login details.



School Uniform

All children must wear full school uniform to school.

Our uniform consists of:

- Grey or black skirt, trousers or shorts
- Red sweatshirt or cardigan with school logo
- White polo shirt
- Black school shoes (no open toe sandals)
- Optional red gingham dress (summer term only)

Reception children may also wear plain black jogging bottoms instead of trousers, shorts or dresses.

PE Kit

- Black shorts
- Red t-shirt with school logo
- Socks other than those worn to school
- Plimsolls or trainers
- Optional plain black tracksuit for cold days, or simply use your child's school jumper or cardigan

School sweatshirts, cardigans and PE t-shirts can be bought from Kitz UK in Sherborne (online or in store). See www.kitz.co.uk

School book bags, hats and PE bags are available from the school office.

PLEASE NOTE that all children, girls and boys, are required to have their hair tied back, if long enough.

ALL ITEMS MUST BE CLEARLY MARKED WITH YOUR CHILD'S NAME PLEASE

including PE kit, coats, footwear and bags.



Personal Appearance

Jewellery is not allowed for safety reasons. However, a child may wear small stud earrings but your child must take them out or tape over them for PE lessons and sport. Your child must bring their own tape for this. A small watch may be worn if your child can tell the time, but smart watches are not permitted.

Shoulder length and long hair should, for safety and hygiene reasons, be tied up. Children should not wear make up, nail polish or fake tattoos for school.

Summer sunglasses are not recommended at school unless they are prescription sunglasses, or for the relief of hayfever. During the summer please provide a named sun hat and apply long-lasting sun protection to your child before coming to school. We are unable to reapply sunscreen, unless there is a medical requirement.

School Photographs

Individual school photographs are taken in the autumn term and class photographs are taken in the summer term. Parents/carers will have the opportunity to purchase them. The school uses photographs of the children as part of the curriculum and also from events such as sports day, school plays etc. Photographs are also regularly shared through Class Dojo, so please ensure you have completed the consent box on the back of the Admission Form.



Food and Drink

Mid-morning Snacks

Key Stage 1 - The school takes part in the 'Fruit in Schools' programme which enables each child in Reception, Year 1 and Year 2, to receive a free piece of fruit each day at morning break.

Key Stage 2 - Children may bring a piece of fresh fruit or vegetable to eat during their morning break time.

Drinks

Children are encouraged to drink plenty of water during the day. Your child should bring a NAMED water bottle to school every day, which can be kept in class and refilled during the day. Only water is permitted in drinks bottles, no squash please.

Children in Reception are also offered a drink of milk each day, until age 5.

Lunch

Your child can either have a hot school meal (ordered in advance), bring a packed lunch from home, or choose a mixture of both.

Hot school meals are provided by Chartwells and are cooked on-site. A choice of lunches is available - please see the menu on their website. These lunches can be ordered via their website www.dorsetmealselector.co.uk and can be ordered everyday or ad hoc as required.

Reception, Year 1 and Year 2 - hot school lunches are free (this is called Universal Free School Meals).

Years 3-6 - a hot school lunch can be pre-ordered and purchased from the Chartwells website. Some children may be entitled to free school meals - see more information below.

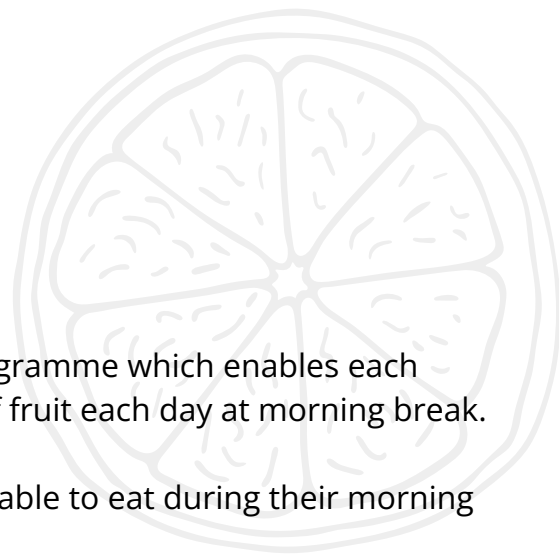
Packed lunches - please ensure that your child's lunchbox/bag is clearly named. Please do not include any sweets or fizzy drinks. We are an allergen aware school and follow the advice of the charity Allergy UK. If your child has any allergies, please ensure that we are made aware of them.

All lunches are eaten in the school hall. Water is provided or your child may bring a drink with them e.g. with their packed lunch.

Free School Meals

If you receive any of the following you may be eligible to apply for free school meals: Income support, Income based Job Seekers Allowance, Child Tax Credits. To find out if you are eligible, simply go to Dorset County Council's website below, or phone them on 01305 221000.

<https://www.dorsetcouncil.gov.uk/-/free-school-meals>



Extra-Curricular Clubs

We offer a large variety of extra-curricular clubs and activities, during lunchtimes and after school, to enrich your child's education. There are weekly sports clubs after school and sports teams take part in inter-school matches and various area and county tournaments. Your child can join the choir or attend musical theatre club, as well as many other clubs e.g. drawing club, eco club, chess etc. Letters will be sent out via email with club information and joining instructions during the school year. Some of our clubs are teacher run (& free), others are run externally and are payable.

Music Lessons

Visiting music teachers offer lessons for a termly fee, which take place during the school day. These lessons currently include piano, guitar, drums, violin, flute and ukulele. Please ask the office for more information.



Mobile Phones & Valuables

In general, children are not permitted to bring phones into school. When this is absolutely necessary, Year 6 children who need one for walking home, must hand it in to their class teacher and can collect it at the end of the day. Pupils are not permitted to use a mobile phone during the school day at any time.

Children should not bring any valuables, such as jewellery or electronic games, into school. The school will not take any responsibility for any items brought into school.



Dogs

Unauthorised dogs are not permitted on school premises. Some children are not used to dogs and get anxious when they are around. The behaviour of dogs can be unpredictable around crowds and unfamiliar children. Dogs should not be tied to the school fence or gates.



School Transport

If you live in a rural catchment area, you may be entitled to bus or taxi transport for your child. This is subject to the Education Committee's ruling on distances and this is revised from time to time.

Information is available from the Education Department, County Hall, Dorchester www.dorsetforyou.com/schools or telephone 01305 221060. The school has no say on parents' entitlement to school transport.

Parking

Please do not park in the school car park as it is only for staff and visitor use. In the mornings we operate a drop-off zone which is manned by staff. It is essential that you do not leave your car other than to unload your children, to help this system run smoothly. In the afternoon, the car park is closed to parents/carers to ensure the safety of our children. Only authorised taxis and school transport may use the school car park. Parents and carers should park in the neighbouring roads and walk their child from the school site. If you need to use the school car park for an exceptional circumstance, or are a blue badge holder please speak to the school office. If you do bring your car onto school grounds please ensure that you turn your engine off when stationary.

Please observe the yellow zigzag lines just outside of school and do not park on them. As we are in a residential area, we ask that you please park safely and with respect to our neighbours along the side roads surrounding the school. Thank you.

Bikes and Scooters

We encourage the use of bikes and scooters for travel to school - please ensure that a helmet is worn for safety. Please do not ride bikes or scooters once inside the school gate; children and adults must dismount. Children who ride their bikes and scooters to school may leave them in the appropriate bike area or in one of the scooter pods.



Attendance & Punctuality

Attendance at all school sessions is required by law. Children are not permitted to take holidays or leave during term time for any reason other than genuine illness or in very exceptional circumstances.

Illness

If your child is unwell, please contact the school office by phone or email before 9.30am on each day that your child is absent. We will need to know your child's name, class, and the specific reason for absence e.g. if they are unwell, please tell us why they are feeling unwell (cough, vomiting etc). Please note, children with diarrhoea and/or vomiting must remain at home for 48 hours after their symptoms have gone.

If your child feels unwell at school, we will contact their parent/carers for early collection. Please make sure you keep us up-to-date with all your contact details and any important medical information about your child.

Dental and Medical Appointments

Please arrange non-urgent dental and medical appointments out of school hours or in the school holidays so that learning is not disrupted. Please do not keep children out of school for the whole day unless absolutely necessary. Children leaving school during the school day must be signed out at reception by their parent/carer or an authorised adult.

Holidays

Family holidays should not be taken during term time and **will not** be authorised. Time taken out of school will be to the detriment of your child - lessons and topics missed will not be repeated, which will affect your child's education. Please note that , holidays taken during term time will be subject to a fine, which is payable per child per week, and can be charged to both parents.

Punctuality

It is important that your child arrives at school on time, between 8.35 and 8.45am. Learning begins from the moment children arrive, so being late may mean they miss out on important instructions/information. It also allows time to settle, and gives them the best start to the day.

Emergency Closure

On rare occasions, we may have to close the school because of snow or other emergencies. A message will be posted on our website and you will receive a text message. Please ensure you update us with any changes to your contact details.

Medication

Only medication prescribed by a GP can be administered by the school. All medication must be handed in to the school office by a parent/carer - you will also be asked to complete a consent form. All medication must be in its original packaging with a prescription label. If at all possible, medication should be administered at home e.g. medication prescribed three times a day can be given at breakfast, after school and bed time. If your child has an inhaler it will be kept with them in their classroom. Please bring the inhaler to the school office and complete the form to enable us to administer it. All inhalers must have a prescription label on them.

Communication

We believe strongly in having good communication links with families and are always happy to see parents/carers. If you need to speak to a member of staff we will do our best to arrange something as soon as practically possible. First thing in the morning is a very busy time for teachers, so please speak to the school office who will arrange either a phone call or appointment for you.

Newsletters & Diary Dates

We send out weekly Round-Ups by Class Dojo which give information on upcoming events, assemblies, achievements and so on. Please do check these updates every week as they always include important information. We also provide termly Diary Dates to help ensure that you are given plenty of notice for important school events.

Class Dojo and text messages

If we need to inform you of something urgently or send a reminder, we will send you a text message or email and/or use the Class Dojo app. Please ensure that you do keep the school office up to date with contact numbers, especially mobile numbers and email addresses, as these are used for our communication and payment systems. Please note that when communicating with us, Class Dojo should only be used for learning/class matters.

Payments

All payments for school meals, trips, clubs are made via the School Money website, our online payment system. This can be accessed via www.eduspot.co.uk or their app. Alternatively, if you wish to pay cash, you can obtain a barcode from the school office to use at any Paypoint outlet. Places for free clubs are also booked using this system. You will be issued with login details once your child has started school with us.

Parents' Evening

We hold parents' evenings twice during the school year, one in the autumn term, and an optional one in the spring term. Appointments are booked online and details will be sent to you to access the bookings.

Annual Reports

Formal written reports are issued at the end of the summer term. If you wish to discuss the content of your child's report with their teacher, you may make an appointment via the school office.



Collective Worship

As a Church of England school, Collective Worship is an important part of our ethos and we hold whole-school collective worships daily. They are centered around our school values. They are adopted by staff, children and visitors and are broadly Christian in nature, however we also recognise and respect all other faiths.

We hold special worships including celebration worship, worship through song, children's sharing worship, and worship led by the clergy. Every month we have a celebration worship that parents can be invited to, these recognise our workers of the month.

Church Links

We have excellent links with our local church, Sherborne Abbey. We are regular visitors both as part of the curriculum and for church services at key times of the school year and in the Christian calendar.

Policies

Please refer to our school website to see our school policies, including our Relationships Policy (previously known as the Behaviour Policy), and our Privacy Notice which details how we use your personal data.



Parent & Carer Involvement

Academy Committee Representatives

As a member of SAST, our Academy Committee (previously known as Local Governing Body) focuses on teaching and learning, standards and achievement, community and safeguarding. The Academy Committee meets once a term to discuss and make decisions on a variety of topics. All the AC representatives are unpaid volunteers who are keen to be involved, as far as their commitments allow, in the life of the school. Some are members of staff, some parents, some local community and some represent the Church. They act together for the benefit of the school.

Friends of Sherborne Abbey School (FoSAS)

FoSAS help to raise money to provide extra equipment and contribute towards things such as school trips. They meet about 6 times a year and arrange fundraising events such as the Summer and Christmas Fayres, school discos, quiz nights, bingo, cake sales and more. They would love you to get involved, and if you have any great fundraising ideas or skills they would welcome hearing from you. If you can help but find it difficult to get to meetings, your involvement would still be welcomed. You can contact the FoSAS via the school office.

Volunteering

Lots of parents and grandparents help out in all sorts of ways here at Sherborne Abbey Primary School. If you are interested in helping out please speak to the office about what you would like to do. In order to ensure our children are safe, regular volunteer helpers need to complete an enhanced Disclosure and Barring Service check (formerly CRB) online through the SAST HR team.



Curriculum

The 10 National Curriculum subjects are:

- English
- Maths
- Science
- Computing
- Design and Technology
- History
- Geography
- Art & Design
- Music
- PE

We also teach Religious Education and PSHE (Personal, Social, Citizenship, and Health Education).

We follow the Cornerstones curriculum and parents/carers receive a curriculum overview for each topic over the academic year.



Complaints

Whilst we hope that your child passes through our school happily and successfully, from time to time issues do arise. If you have a complaint or concern, please approach the member of staff concerned at the earliest opportunity. If you are not satisfied with the outcome you should make an appointment to see Mrs Lisa Thompson, Head of School.

If your issue remains unresolved and you wish to escalate it, you should contact the Trust Clerk via the SAST office. For more details on complaints, please ask to see the SAST Concerns and Complaints Policy which can be found on the trust website:
www.sast.org.uk/about-us/trust-policies/

We are more than happy to listen to any concerns or complaints you may have and will willingly work with you to try and resolve them.

Our school staff have the right to work in an environment free of threatening or abusive language or behavior. Any parent or carer behaving in this way towards a member of staff will be asked to leave the premises.

Please do not complain about the school using Facebook or other social media; this does not resolve issues and only leads to further problems as others become involved. Please do come in and speak to us.



Term Dates 2025-26

Autumn Term

Inset Days - Wednesday 3rd, Thursday 4th & Friday 5th September

Monday 8th September - first day of school for students

Friday 24th October 2025 - Inset Day (No pupils in school)

Half Term: 27th October – 31st October

Thursday 18th December – Last day of autumn term for students

Friday 19th December – Inset Day (No pupils in school)

Spring Term

Monday 5th January 2026 – all students back to school

Half Term: 16th - 20th February

Monday 23rd February – Inset Day (No pupils in school)

Friday 27th March – Last day of Spring Term

Summer Term

Monday 13th April – Inset Day (No pupils in school)

Tuesday 14th April - First day of summer term

*Monday 4th May is a Bank Holiday

Half Term: 25th - 29th May

Wednesday 22nd July – last day of summer term for students

INSET Days

Wednesday 3rd, Thursday 4th & Friday 5th September 2025 (3 days)

Friday 24th October 2025

Friday 19th December 2025

Monday 23rd February 2026

Monday 13th April 2026

Useful Contact Details

Sherborne Abbey CE Primary School
Lenthay Road
Sherborne
Dorset
DT9 6AQ



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CE Primary School

 www.sherborneabbey.dorset.sch.uk

 office@sherborneabbey.dorset.sch.uk

 01935 812318

School office hours 8.30am-4.30pm

Hot school meal orders: www.dorset.mealselector.co.uk

Hot School Meals enquiries: Chartwells, 01908 615705
BPDadmin@compass-group.co.uk

Dorset County Admissions: 01305 224123

Dorset Transport: 01305 224537

Eduspot.co.uk (School Money for payment of school trips, clubs etc)

www.dorsetcouncil.gov.uk – local authority website with a range of useful information.