



Springwood Federation, Springwood Avenue, Waterlooville, Hants, PO7 8ED  
Executive Headteacher: Mrs J Livingstone  
Infant Tel: 023 9226 2078 (option 1) Junior Tel: 023 9225 8011 (option 2)  
Website: [www.springwoodfederation.co.uk](http://www.springwoodfederation.co.uk)

April 2024

Dear Parents/Carers,

I am delighted to welcome you to the Springwood Family! My team and I are looking forward to meeting you all.

**Our Ofsted inspection in October 2023 stated that:**

***“Staff go above and beyond to make school a successful experience for everyone”***

***“The school is very inclusive and welcomes pupils with a variety of needs and from different backgrounds”***

These statements confirm that your child will be coming to a ‘GOOD’ school and I look forward to working with you and watching your child grow and flourish.

In order for you to secure your place, please come to school on any of these dates to hand in paper work:

Wednesday 24<sup>th</sup> April between 3:30 and 4:30pm

Thursday 25<sup>th</sup> April between 3:30 and 4:30pm

Tuesday 30<sup>th</sup> April between 3:30 and 4:30pm

Wednesday 1<sup>st</sup> May between 3:30 and 4:30pm

If you do have a child who already attends Springwood, please pop in from 3:10pm

Please bring the following documentation with you:

- ID, for example your child’s passport or birth certificate
- Proof of your address, e.g. a recent household bill and a recent financial statement e.g., bank statement, credit card statement or store card

A cup of tea/coffee will be waiting with some biscuits so that we can work together to organise the paper work and give you another tour of the school if you wish to do so. If those dates do not suit you, please contact the office so an alternative date can be given. **Please be mindful that if you do not complete the paperwork, your child could lose their place.**

I have enclosed some documents and letters which I ask you to take your time to read and complete where necessary and bring back to the school on one of the dates provided above.

These include:

- School uniform ordering with Stitch Design
- Active8 breakfast club and after school provision on site
- Current school menu which runs April to October 2024
- School readiness leaflet
- Transition Map



**Hampshire**  
County Council

### Uniform

**Uniform is ordered online from Stitch Design** who despatch directly to your home address. Obviously, this is a very busy time of year for them with parents all over the country ordering uniform, so please allow a little extra time for it to arrive. We do not hold any stock in the offices but we do have pre-loved uniform available from Springwood's Hub. I have attached the current uniform price list for your information. There will also be an opportunity to see the school uniform to gauge sizes for ordering on the dates detailed above. **Please note that all children are provided with an age appropriate school PE kit that remains on site at all times.** Please could we ask parents to provide a named pair of wellington boots for use in school and a pair of trainers/plimsolls.

### Lunch at school

**All infant children are able to receive a hot school dinner which is paid for by the government.** I would encourage this to be your first choice, especially during the winter months so that there is something warm in your child's tummy. If you are concerned that your child may not eat anything from menu, my staff will text you if they eat less than half their meal. **If your child requires a special menu due to a medical or religious reason, please contact the school office urgently as we will need to liaise with the caterers to put the correct menu in place for your child.**

However, if you would prefer to provide a packed lunch, I want to ensure that the Springwood team help you to help your child enjoy a broad and balanced diet. If you choose to provide a packed lunch, I politely request that you make sensible and informed choices using tips from our website and school notice boards. **Nuts are prohibited due to allergies.** My recommendation is that children only have one low calorie packet of crisps and an item with chocolate in (such as a small pack of chocolate chip cookies) once a week. For example, this could be on a Friday.

All EYFS children will receive daily milk at no cost to you up until their fifth birthday. This is delivered directly to the school along with a piece of fruit. Once your child turns 5 it is optional whether you wish to continue to receive the milk, as it is chargeable to the parent.

Typically the school provides water bottles for children. To help keep the germs away, I am requesting that you provide a named water bottle for your child which they can take home every day to be washed, or by the end of the week. There will be spare bottles in school if you have not got one at home. It will be your child's responsibility to look after it, so please do not send them in with anything too expensive.

### Key Dates for your Early Years Transition:

#### Farm visit at Springwood

As an extra welcome to our Springwood family, we would like to invite you to an additional experience. We have an exciting visit from **Poppell Barn's Mobile Farm** on Thursday 25<sup>th</sup> April 2024 and you and your child are invited to participate in this hands-on opportunity between **12:30 – 1:30 pm**. Your child will be able to safely handle visiting animals and learn how to care for them.

#### Home visits

**Mrs Barnes and Mrs Hawkey would like to come and visit your child on either 22<sup>nd</sup>, 23<sup>rd</sup> or 24<sup>th</sup> May 2024.** Please make sure your child is home so the team can meet them. **The meeting should last approximately twenty-five minutes.**

During the meeting Mrs Barnes and Mrs Hawkey will discuss:

- Your child's likes and dislikes, favourite toys, etc
- The Early Years Curriculum
- School systems, e.g. lunch, timings of the school day, etc
- What you can do to help at home for preparing for the big day!
- A photo will be taken of your child with you and your family members that day. Alternatively you can provide a photo.

You will receive a text message/email regarding the date and time. Unfortunately, there is no flexibility with your allocated time as there are two classes of children to organise over three days. Please make sure your child is available that day.

**The team will then start contacting your child's nursery during the week of 3<sup>rd</sup> June 2024.** This will help us understand your child when we allocate classes. Your child will be placed in Foxes or Squirrels class.

#### **Teddy Bear's Picnic**

**You and your child are invited to come and join a 'Teddy Bear's Picnic' in the Springwood Meadow with Mrs Barnes on Tuesday 25<sup>th</sup> June 2024 from 1:30-2:15pm.** Your child will be provided with a snack and drink to enjoy; alternatively, you are welcome to bring your own. During the picnic, **you will be given a postcard which let your child know which class they are in and who their key adults are.** If you are unable to attend this day, information will either be emailed or posted to you.

#### **School Experience Day**

**Wednesday 3<sup>rd</sup> July 2024**

**1:30 to 2:30pm – 'Stay and Play' with your child**

During this session your child will be invited to join in with some indoor and outdoor activities, watch, listen and make new friends with children in their class. This session will be for you and your child only so that you can all familiarise yourselves with the key adults in the Early Years environment. Please meet the staff on the school playground outside the classroom door on the main school playground.

#### **Key dates**

<b>Date</b>	<b>Activity</b>
Thursday 25 <sup>th</sup> April from 12:30 – 1:30 pm	Poppell Barns Mobile Farm
Wednesday 24 <sup>th</sup> April - 3:30 and 4:30pm Thursday 25 <sup>th</sup> April - 3:30 and 4:30pm Tuesday 30 <sup>th</sup> April - 3:30 and 4:30pm Wednesday 1 <sup>st</sup> May - 3:30 and 4:30pm	Drop off paper work into school to secure your child's space.
Wednesday 22 <sup>nd</sup> , Thursday 23 <sup>rd</sup> or Friday 24 <sup>th</sup> May 2024	Home visits
Tuesday 25 <sup>th</sup> June from 1:30-2:15pm	Teddy Bear's picnic
Wednesday 3 <sup>rd</sup> July from 1:30 – 2:30 pm	School Experience Day

### Starting School Transition Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week Beginning 2<sup>nd</sup> September</b>	2 <sup>nd</sup> September – School Reopens for <b>Years 1 to 6</b>	9:30-10:30am Foxes 'Stay and Play'. <i>Please note only one family member to stay and join these sessions.</i>  1:30-2:30 Squirrels 'Stay and Play' <i>Please note only one family member to stay and join these sessions.</i>  Children to wear school uniform from today.	9:30-10:30am Squirrels 'Stay and Play'. <i>Please note only one family member to stay and join these sessions.</i>  1:30-2:30 Foxes 'Stay and Play' <i>Please note only one family member to stay and join these sessions.</i>  Mrs Barnes will meet with you during your session to go through phonics and frequently asked questions.	8:55-11:30am Foxes and Squirrels  Parents to support their child with their first lunch in the hall from 11:30am – 12:15pm.	8:55- 1:30pm Foxes and Squirrels (stay for lunch)
<b>Week Beginning 9<sup>th</sup> September</b>	Foxes and Squirrels full time				

Please do not hesitate to contact one of our Administration team in the Infant Office ([adminoffice@springwood.hants.sch.uk](mailto:adminoffice@springwood.hants.sch.uk)) if you have any questions or if I can help with any issues you have regarding your child starting school. Please do not forget to check the school website regularly for information and please like our Facebook page 'Springwoodfederation' as we regularly post about events in school and other exciting news.

I look forward to meeting you all soon.

Kind regards



**Jo Livingstone**  
Executive Headteacher