



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)

28<sup>th</sup> April 2025

Dear Parents/Carers,

Firstly, I would like to welcome your child into Year 3. I am proud to be Executive Headteacher of both schools and aim to ensure that all the children have a smooth transition moving into the junior building and meeting their new teachers. I hope this letter answers any initial questions you may have, please do not hesitate to contact either school if you have any further queries.

Like the infant school, the junior school gates open at 8:30am, with a flexible entry. Registration is taken earlier at 8:45am and lessons start promptly at 8:50am. The school day will end at 3:15pm (the same time as the infants) and the children are led onto the playground for collection.

Infant School children are all provided with a hot school dinner. In the Junior School if you are entitled to free school meals you will still receive a meal free of charge, however, if you are not entitled to free school meals, the cost of a meal is £3.20 a day or you can provide a packed lunch for your child. Just to remind you that we ask you to support the Food Standards recommended by the government and communicated to you in the newsletters. The school also requests that we remain nut free due to allergies within the school.

Infant school children are provided with a free piece of fruit every day. Junior School children are allowed to bring in their own piece of fruit to eat at break.

We continue to operate a cashless office. Please ensure school dinners are paid for online in advance of your child ordering. Dinners will be provided by an external company, Dolce and therefore the school cannot carry the debt. You will receive further details about this nearer the time.

The schools continue to offer online payments for school trips and residential visits through Arbor. If you are unsure how to access this system, please contact the school offices.

Please keep the school fully informed of any medical/dietary conditions/changes and also ensure your child's asthma inhaler is in school and in date.

All children have been given a school PE kit to use that they need to wear on their PE days. You will be advised of these in September. Please ensure your child has named plimsolls or trainers in school to use at all times. Please also ensure that you provide your child with a named water bottle.

School Uniform is available to purchase on-line through Skoolkit, Havant or you can pop into their shop located in the Meridian Centre, Havant. Further information is available on our website. We also have pre-loved items available at the junior school.



Hampshire  
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The school offices are open between 8:30-12:15pm and 12:45-3:30pm. The admin team are unavailable between 12:15-12:45pm but if you leave a message on the answerphone they will respond at their earliest opportunity. If you are dropping your child at breakfast club at 7:45am, please be aware that the office is not open. If you have medicine to provide to the school, please give it to Active8 who will ensure it is handed over to a member of the admin team.

Please let the admin team know if you would like a chance to have a look around the Junior School and they will get that booked in for you.

I am looking forward to another great year with your child and building on their successes from the infant school

Best wishes

A handwritten signature in black ink, appearing to read 'Jo Livingstone', written in a cursive style.

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**Jo Livingstone**  
**Executive Headteacher**