



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

20th April 2026

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.

Securing Your Child’s Place

Please attend school on one of the following dates to submit your paperwork:

Monday 27th April between 3:30 and 4:30pm
Tuesday 28th April between 3:30 and 4:30pm
Wednesday 29th April between 3:30 and 4:30pm
Tuesday 5th May between 3:30 and 4:30pm
Wednesday 6th May between 3:30 and 4:30pm

Please bring:

- Your child’s ID (passport or birth certificate)
- Proof of address (recent household bill and financial statement)

If you cannot attend any of these dates, please contact the school office to arrange an alternative appointment. Please note that places cannot be confirmed until paperwork is completed. You are also welcome to request an additional school tour during your visit.

Forms and Information

Please read the enclosed documents carefully and **return all forms printed on green paper** when you attend on one of the dates provided above.

These include:

- Child Data Collection Sheet / Medical Forms
- School uniform ordering information (Skoolkit)
- Active8 breakfast and after school provision on school site
- Dolce Catering information for school meals
- A consent form for film and photography for Mrs Barnes’ Leading Foundation Stage Practitioner role.

Once these have all been completed and the place has been secured for your child, I will write to you again with additional dates and times for starting school in September.



Hampshire
County Council

School Uniform

Details on ordering uniform through Skoolkit are enclosed. Uniform samples will be available to view when you visit school and during home visits in June.

Please note:

- You will need to provide your child with a PE kit which remains in school. The children will need a White t-shirt, green or black shorts. (These are available from Skoolkit or can be purchased from any supermarket or clothes shop.)
- PE footwear is not required until after Easter 2027.
- Please provide a **named pair of wellington boots** for outdoor learning.

Lunch at school

All infant children are entitled to a free hot school meal funded by the government. We encourage children to try school dinners, particularly during colder months, so that there is something warm in your child's tummy. If you are concerned that your child may eat very little, 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.

Packed lunches are welcome; however:

- Nuts are not permitted due to allergies.
- Please make healthy choices using guidance on our website.
- We recommend limiting crisps and chocolate items to once per week.

All EYFS children receive free milk daily until their fifth birthday. Milk can continue afterwards for a small parental charge. Your child will also have a free piece of fruit each day.

Drinks and Water Bottles

Please provide a **named water bottle** for daily use in school. Water only should be included for health and hygiene reasons. A sugar-free drink may be provided for **lunchtime only** (no fizzy drinks).

Attendance

Establishing strong attendance habits early is vital for children's learning, friendships and wellbeing. Parents have a legal responsibility to ensure regular attendance once their child is registered at school. If your child becomes reluctant to attend, please speak to us as soon as possible so we can support you promptly.

By law, all children of compulsory school age (normally 5 to 16) must receive a suitable full-time education. As a parent, you have a legal responsibility to make sure this happens – either by registering your child at a school or by making other arrangements to give them a suitable, full-time education. Once your child is registered at a school, you are legally responsible for making sure they attend regularly. This means your child should not have sessions of unauthorised absence.

If your child becomes reluctant to attend, please speak to us as soon as possible so we can support you promptly.

Key Dates for your Early Years Transition

Farm visit at Springwood

Tuesday 2nd June 2026 11:00–12:00

As an extra welcome to our Springwood family, we would like to invite you to an additional experience. You and your child are invited to meet animals from Mill Cottage Farm and enjoy a hands-on experience together.

Please email the school office if you wish to attend: adminoffice@springwood.hants.sch.uk

Home visits

Monday 1st, Thursday 4th or Friday 5th June

Mrs Barnes, the Early Years Lead, and Mrs Hawkey the Higher Level Teaching Assistant, would like to come and visit your child on either **Monday 1st, Thursday 4th or Friday 5th June**. Please make sure your child is home so the team can meet them. **Visits last approximately 25 minutes and help us get to know your child before they start school.**

During the visit we will discuss:

- Your child's interests and routines
- School systems and daily organisation
- How to prepare for starting school

A photo will be taken of your child with you and your family members that day. Alternatively, you can provide a digital photo by the end of June and send to this email: adminoffice@springwood.hants.sch.uk

You will receive your allocated appointment by email by **Friday 8 May**. Please check junk mail and ensure your child is available, as appointment times cannot be changed. Following home visits, we will contact nurseries to support class allocation.

Teddy Bear Stay and Play

Tuesday 30 June 2026 1:30–2:15pm

Join Mrs Barnes on the school field for a relaxed stay-and-play session. Bring a teddy and meet new friends. Your child will be provided with a snack and drink to enjoy; alternatively, you are welcome to bring your own.

School Experience Session - Stay and Play **Wednesday 1st July 2026 – 9:30 to 10:30am**

This session allows you and your child to explore the classroom, meet staff and begin to feel confident in the Early Years environment. Please meet staff on the main playground outside the classroom.

Key dates

Date	Activity
Monday 27th April between 3:30 and 4:30pm Tuesday 28th April between 3:30 and 4:30pm Wednesday 29th April between 3:30 and 4:30pm Tuesday 5th May between 3:30 and 4:30pm Wednesday 6th May between 3:30 and 4:30pm	Drop off paperwork into school to secure your child's space.
Friday 8th May	You will receive communication via email or phone call regarding the date and time of your home visit by this date.
Tuesday 2nd June 2026 11:00 – 12:00	Mill Cottage Farm – Please email the office if you wish to attend.
Monday 1st, Thursday 4th or Friday 5th June	Home visits- a 25-minute appointment on one of these days
Tuesday 30th June 2026 1:30-2:15pm	Teddy Bear Stay & Play – You will find out which class your child is in and who their teacher is.
By Tuesday 30th June 2026	Email a family photo and your child's portrait for their school peg if it wasn't captured on the home visit
Wednesday 1st July 9:30 to 10:30am	School Experience Session

Please do not hesitate to contact one of our Administration team in the Infant Office (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