



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)

Monday 18<sup>th</sup> May 2026

Dear Parents/Carers,

Firstly, thank you to you all who have brought the paperwork back in. I can confirm that you have all secured your space and we are looking forward to the upcoming home visits.

I also wanted to take the opportunity to write to you to advise a change in staffing. Mrs Barnes my Early Years Leader has successfully secured an Assistant Headteacher Post at another school. I am so proud of the work she has done in the Early Years environment at Springwood. Mrs Barnes will now hand over her role to Mrs Sexton who will lead and be part of the EYFS team from September.



**Mrs Sexton**

I have worked at Springwood for eleven years and am excited to be returning to EYFS, where I have many years of experience supporting young children in their early learning journey. I am passionate about creating a happy, nurturing environment where every child feels safe, valued and encouraged to thrive.

Below is a list of key dates for your Early Years Transition, as well as information regarding your child's first week in school.

### **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](mailto:adminoffice@springwood.hants.sch.uk)

#### **Home visits**

**Monday 1st, Thursday 4<sup>th</sup> or Friday 5<sup>th</sup> June**

Mrs Sexton, the Early Years Lead, and Mrs Hawkey our Higher-Level Teaching Assistant, will be visiting your child on either **Monday 1st, Thursday 4<sup>th</sup> or Friday 5<sup>th</sup> June**. You should already have your allocated timeslot. Please make sure your child is home so the team can meet them. **Visits last approximately 25 minutes and help us get to know**



**Hampshire**  
County Council



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**your child before they start school. You should have received your home visit appointment, which was sent by email on 8<sup>th</sup> May, if you have not received this, please check your junk box and contact us as soon as possible.**

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](mailto:adminoffice@springwood.hants.sch.uk)

### **Teddy Bear Stay and Play**

**Tuesday 30<sup>th</sup> June 2026 1:30–2:15pm**

Join Mrs Sexton 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. To keep all children safe, please remember that we are a nut-free school. We have pupils with severe nut allergies, so any snacks brought from home must not contain nuts or traces of nuts.

### **School Experience Session - Stay and Play**

**Wednesday 1<sup>st</sup> July 2026 – 9:30 to 10:30am (Foxes and Squirrels class)**

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**

<b>Date</b>	<b>Activity</b>
<b>Tuesday 2<sup>nd</sup> June 2026 11:00 – 12:00</b>	Mill Cottage Farm – Please email the office if you wish to attend.
<b>Monday 1<sup>st</sup>, Thursday 4<sup>th</sup> or Friday 5<sup>th</sup> June</b>	Home visits- a 25-minute appointment on one of these days
<b>Tuesday 30<sup>th</sup> June 2026 1:30-2:15pm</b>	Teddy Bear Stay & Play – You will find out which class your child is in and who their teacher is.
<b>By Tuesday 30<sup>th</sup> June 2026</b>	Email a family photo and your child's portrait for their school peg if it wasn't captured on the home visit
<b>Wednesday 1<sup>st</sup> July 9:30 to 10:30am – Foxes and Squirrels</b>	School Experience Session
<b>Friday 17<sup>th</sup> July 1:15-3:15pm</b>	Whole school summer Fair - You are welcome to come and join our Summer Fair.

## Starting School Transition Timetable

*Please note that once the children are in school full time, there is a flexible entry from 8:30-8:45am.*

*Registration will be taken promptly at 8:45am and the school day will finish at 3:15pm.*

	<b>Monday 31<sup>st</sup> August</b>	<b>Tuesday 1<sup>st</sup> September</b>	<b>Wednesday 2<sup>nd</sup> September</b>	<b>Thursday 3<sup>rd</sup> September</b>	<b>Friday 4<sup>th</sup> September</b>
<b>Week Beginning 31<sup>st</sup> August</b>	Summer holidays	1 <sup>st</sup> September – School Reopens for <b>Years 1 to 6</b>	<b>9:30-10:30am Foxes ‘Stay and Play’.</b> <i>Please note only one family member to stay and join these sessions.</i>  <b>1:30-2:30 Squirrels ‘Stay and Play’</b> <i>Please note only one family member to stay and join these sessions.</i>  Children to wear school uniform from this day.	<b>9:30-10:30am</b> Squirrels  <b>1:30-2:30</b> Foxes  Drop off your child to the classroom and then meet Mrs Sexton in the school hall to talk all things Early Years, Phonics and Frequently Asked Questions about school!	<b>8:30-11:30am</b> Foxes and Squirrels  Parents to support their child with their first lunch in the hall from 11:30am – 12:15pm.
<b>Week Beginning 7<sup>th</sup> September</b>	<b>8:30am - 1:30pm</b> Foxes and Squirrels (stay for lunch)	<b>8:30am – 3:15pm</b> Foxes and Squirrel’s full time in school	<b>8:30am – 3:15pm</b> Foxes and Squirrel’s full time in school	<b>8:30am – 3:15pm</b> Foxes and Squirrel’s full time in school	<b>8:30am – 3:15pm</b> Foxes and Squirrel’s full time in school
<b>Week Beginning 14<sup>th</sup> September</b>	8:30am – 3:15pm Foxes and Squirrel’s full time in school				

### Things to remember to bring to school in September:

- A named pair of wellie boots.
- A bag or book bag that can hold A4 paper
- A bag of named spare clothes (for accidents and spills)
- PE kit
- ‘All about me’ books given in home visits
- A named water bottle

The above items need to stay in school.

The school’s first INSET day is Friday 25<sup>th</sup> September 2026, which means school will be closed for all children.

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

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

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