



**SPRINGFIELDS FIRST SCHOOL**  
Yarnfield, Stone, Staffordshire, ST15 0NJ  
**'ACHIEVING EXCELLENCE TOGETHER'**

April 2026

Dear Parent/Carer

We are delighted that you have chosen Springfields First School for your child and we look forward to welcoming you and your family to our school community.

**Welcome and induction meeting**

As your child will be starting in our Reception cohort in September, I am writing to invite you to an induction meeting for parents on **Wednesday 10<sup>th</sup> June at 9am**. This meeting is designed for you to chat to us about any concerns and queries you may have at the start of the year and to outline the class routines and expectations. The Pre-school Sports Day will take place after the meeting.

You will be given a pack providing you with important information at the meeting. If you are unable to attend, you will be able to collect the information from our office at your convenience.

Please bring your child's birth certificate (original not a photocopy!) with you when you attend the induction meeting. If your child already attends our Pre-school then you do not need to provide this again.

**Reception Class visits**

For those children who have **not** attended our Pre-school, they will have the opportunity to visit the Reception classroom and garden on **Monday 29<sup>th</sup> and Tuesday 30<sup>th</sup> June**. Please bring them to the main office door at 9.15am and collect them from there, after lunch at 12.30pm. Please bring £7.10 in cash to pay for your child's lunch for both days. Your child can bring a packed lunch if you prefer, although trying a school lunch is a good introduction to school meals.

For those children **who already attend** our Pre-school, the Reception staff have met your child so this will help ease their transition into Reception. They will also have the opportunity to visit their new classroom on **Monday 29<sup>th</sup> June and Tuesday 30<sup>th</sup> June**. If your child does not usually attend Pre-school on those days, please bring them to the main office door at 9.15am and collect them from there at 12.30pm. A £3.55 charge per day will be applied to your ParentPay account to cover the cost of your child's lunch. Please note you are unable to use childcare vouchers / tax free childcare payments to cover the cost of these lunches. If your child normally brings a packed lunch, then please feel free to send this as normal.

**September start dates**

There will be a staggered start to the new term in September and the children will have different start dates. You will be advised of the date that your child will start school in your induction pack. Please make sure you bring your child on the correct day to allow the children time to settle in smaller groups.

If you have any queries, please contact me using the office email address - [admin@springfields-first.staffs.sch.uk](mailto:admin@springfields-first.staffs.sch.uk). Please mark your email for my attention and put Reception 2026 as the subject.

Yours sincerely

Mrs E.L. Goodfellow,  
Early Years Manager/Acting Headteacher

Emma Goodfellow  
Acting Headteacher



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