

Dear Parents,

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

As part of our induction process we would like to invite your child to come for a visit from **9.30am-11.30am on Monday 27th June**. This will give him/her the opportunity to meet the staff and his/her peers. You will be able to stay with him/her to settle, and then hopefully leave your child for a little while.

We have a dedicated section on our website where you will find lots of information and resources including the induction PowerPoint that gives you information about Pre-school at Springfields and links to websites to help your child with their induction into Pre-school. You will also find our welcome pack for new starters. This section on the website will go live by the end of the day on Friday 6th May.

Please print out and complete **all** the information on pages 41-67 in the welcome pack and return the school copy documents (pages 41-67) to the school office by **Friday 17th June**. If you do not have the facilities to print out the documents please contact the office (office@springfields-first.staffs.sch.uk). It is important that all documents including 30 hour codes are returned by that date to ensure that we can get all funding in place for September.

We look forward to hearing from you soon.

Kind regards,

Emma Goodfellow

Deputy Head teacher