

Springfield Primary School



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Monday 10th November 2025

Dear Parents & Carers,

KS2 Disco.

I am pleased to share with you that we will be having a Christmas disco again this year which I know the children will really enjoy. I am extremely grateful to the staff team giving their time to support this event, particularly at this busy time of year. The Christmas disco will be on **Wednesday 3rd December**. The **KS2** disco will be from **6.15pm -7.30pm** and admission will be **£1.50** and will include a drink and a packet of sweets. There is no need for your child to bring any further money as there is no tuck shop.

I just wanted to share with you the arrangements for arrival and collection of the children, so they are safe.

KS2 (Y3,4,5 & 6) children **arriving** for the disco will enter school through the **Year 1 & 2 doors off KS1 Playground** and be signed in for fire purposes in the KS1 hall by staff. This will ensure the bottom main reception entrance is not too congested with KS2, KS1 and reception pupils at the same time. It will really help with organisation if you take your child's coat home with you and bring it back later when you collect.

When **collecting KS2 (Y3, 4, 5 & 6)** pupils can you please come around onto the **KS2 playground** and start making a queue from the double doors to **KS2 hall** (up the steps). Parents will then be admitted into the hall to collect their child/children who will be sat in their class lines. Please ensure your child is signed out by a staff member. Families will leave the hall through the main entrance reception. If you have a pushchair, please make your way to the main entrance reception to avoid the steps and you will be admitted to the KS2 hall to collect your child.

For safeguarding and health & safety purposes can I ask that only **one** adult comes to collect. Can I also ask for your patience and understanding as we need to ensure all the children are safely handed over to a known adult. We will of course try and do this as quickly as possible.

Please note that the **main school gates** will be shut from **4.30pm** and there will be no vehicular access as there will be so many pedestrians on site.

As always if you have any further questions please speak to a member of staff.

Yours Sincerely

Mrs Alison Bhardwaj
Headteacher

Be the best you can be.

Respect, Resilience, Reflection and Empathy.

