

Springfield Primary School



HEAD TEACHER: Mrs Alison Bhardwaj BEd (Hons) NPQH

DEPUTY HEAD TEACHER: Mrs Claire Seddon

Dudley Road, Rowley Regis, West Midlands, B65 8JY

Tel: 0121 559 1333 Fax: 0121 508 6862

School website: www.springfield.sandwell.sch.uk

Monday 10th November 2025

Dear Parents & Carers,

Reception & KS1 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 **Reception/KS1** disco will be from **4.45pm- 6pm** and admission will be **£1.50** to include a drink and a biscuit.

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

Firstly, if your child is attending **Night owls (afterschool paid wrap around club)**, they are able to attend the Reception/KS1 disco. Please just ensure you supply them with a named bag of clothes to change into if they wish and complete the slip below (2nd page) and return to **afterschool club staff**.

Reception/KS1(Y1 & Y2) children **arriving** for the disco will enter school through the **main entrance reception** and be signed in for fire purposes in the KS2 hall by staff. It will really help with organisation if you take your child's coat home with you and return with it later when you collect.

When **collecting reception & KS1 (Y1 & 2)** 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. KS2 children will be entering school through Year 2 doors off KS1 playground. This will ensure the bottom main reception entrance is not too congested with KS2, KS1 and EYFS pupils at the same time. **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

Be the best you can be.

Respect, Resilience, Reflection and Empathy.



Mrs Alison Bhardwaj
Headteacher

NIGHT OWLS - WRAPAROUND AFTER SCHOOL CLUB ONLY

I would like my child _____ in class _____ to attend the
Rec/KS1 disco on Wednesday 3rd December at 4.45pm

Signed _____ Date: _____

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