

21 October 2025

Dear Parent/Carer

This first half-term seems to have gone by very quickly and has been packed full of so many exciting opportunities and events which have involved so many members of our community.

As we approach the half-term break and begin looking forward to the next half-term, I wanted to provide parents/carers with a few key reminders.

Attendance

Despite some improvements to our school attendance rates, students are still not attending as well as they did before COVID and we continue to make it a key priority that everyone attends every school day on time. Even a few days of missed school add up quickly. Missing 10% of school days - just two days a month - can result in a significant drop in a child's academic performance.

Here are some reminders regarding our attendance routines:

- Students must attend school each day and on time.
- Students are expected to be on site ready for our 8.35am start time. Late arrivals are followed up with an after school detention.
- Please continue to report any absences in the usual way before 8.30am by either emailing attendance@springfield.uk.net or calling (023) 9271 1808.
- Illness: when your child is unwell and unable to attend school the NHS [‘Is my child too ill for school?’](#) guidance has further information that we hope will be of help.
- Medical appointments: if your child has a medical appointment that cannot be scheduled outside school hours, please notify us in advance. We ask that any appointments are made in the afternoon in order to minimise the amount of school time missed.

Uniform

The very vast majority of students continue to wear their uniform with pride and look smart each day. However, there are some aspects school staff will be concentrating on after half-term and I wanted to take this opportunity to remind you of some key standards:

- Jumpers - plain black V-neck with Springfield logo
- Outdoor coats should be plain colours - hoodie style pullover jumpers are not acceptable as an alternative to a coat. Outdoor coats need to have a full-length zip
- Red clip-on ties with Springfield logo - to be worn by all pupils and not defaced in anyway
- Discreet make-up only (false eyelashes/nails not being allowed)

Springfield School
Central Road, Drayton, Portsmouth, PO6 1QY

Headteacher Ms S F Spivey BSc, MA

Tel (023) 9237 9119

Email contact@springfield.uk.net

Web www.springfield.uk.net

Twitter @SpfldUK

- One pair of plain stud earrings only - any other visible piercing must be removed or have a clear 'retainer' stud in its place
- Jewellery - a watch and one pair of plain stud earrings are the only items of jewellery permitted. Studs that enlarge the pierced hole in the ear are not permitted. Other jewellery worn will be confiscated. Further visible body-piercings are not acceptable

The list above is provided as a quick reference only and does not reflect our [full guidelines](#) which can be accessed via our website. Students and their parents/carers are responsible for their own personal property and possessions while on school premises or engaged in school activities. The school cannot accept liability for damage, loss or theft of such property and possessions (this applies also to confiscated items). Therefore, we strongly discourage pupils from bringing high value (monetary) or invaluable (sentimental) items to school; and we encourage all students to take responsibility for their own possessions.

If parents/carers have any doubt about any aspect of uniform they are advised to contact the school for advice before making a purchase or committing to a particular haircut or piercing for example.

Your support in maintaining our uniform standards is essential. If you have any concerns or questions regarding our school standards, please do not hesitate to get in contact with your child's form tutor or pastoral manager in the first instance.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Mr Brimacombe', with a stylized flourish underneath.

Mr Brimacombe
Deputy Headteacher