

Westfield Primary Head's Newsletter— January 2025



Contents

Message from	1
Mrs Hing	
Wellbeing	2
Online Safety	3
Christmas	4
5	
Westfield heroes	5
Spring Term clubs	6
Winter weather precautions	7
Absence	8
9	
Dates	10

Wishing a happy and healthy New Year to you all! We hope you all had an enjoyable and relaxing Christmas break, however you spent it. We are very excited to welcome you all back to school for another term full of fun and learning!

This newsletter is full of news and photos, so please do take the time to read through it, you will see some of the many exciting Christmas events we got up to last term.

As you can imagine, December was a very busy month in school, some of the curriculum enrichment activities the children enjoyed, included:

- ◆ Christmas assemblies for every year group, and a Christingle Service for Year 6
- ◆ Whole school pantomime performance of Beauty and the Beast, by professional actors
- ◆ Christmas jumper days
- ◆ Year 3 continued their visits to our friends at Mayford Grange, retirement village and made a Christmas card for every household
- ◆ Christmas lunch
- ◆ Santa's Grotto organised by the FOW (PTA)
- ◆ Class parties
- ◆ The choir sang to the residents of Mayford Grange
- ◆ Christmas Cracker—our 'Westfields got talent' event
- ◆ Carols round the Christmas tree

We hope you enjoyed our staff Christmas video, if you haven't seen it yet you can find the link on our website—do take a look.

This half term, the PRIDE value we are focusing on is **RESPECT**. Being respectful and showing respect is so important and we remind the children that respect is something that is earned and never demanded. We give respect in order to have it returned to us. Treating each other, ourselves and property with respect and in a respectful way is key to living happily and in harmony. It also costs nothing but gives much in return! As adults we can help our children by constantly modelling respect to our children, in how we deal with them, each other and property, so that respectful relationships and behaviour is all that they see.

This promises to be another busy and fun term, so please do make a note of any key dates highlighted in this newsletter—we would hate for you to miss out.

Westfield Primary
Bonsey Lane
Westfield
Woking
Surrey

Phone: 01483 76187

E-mail:
head@westfield.
surrey.sch.uk

www.westfield.surrey.
sch.uk



Well-being and Mental Health at Westfield.

We wish you a very Happy New Year and all good things for the year ahead! We hope you had a wonderful, but also restful, break over the holidays and hope you found time to recharge your batteries after all the festive celebrations.

January can sometimes be perceived as rather a long and bleak month, so it is important to practise self-care and keep our wellbeing as a high priority—remember, no-one can pour from an empty cup! Which means, if you don't look after yourself you can't look out for or after anyone else.

Here are some self-care rules to practice during January....



If you find you need guidance or advice, Mindworks Surrey have lots of useful videos for children and their parents and carers around a variety of topics, for example, 'Improving mood and motivation'; 'Tics webinar', 'Exam stress' etc. The link can be found [HERE](#).

Later this term we will be celebrating Children's Mental Health Week (3rd to 7th February) and there will be more information in the next newsletter, so do keep an eye out for it!

January is a new month, and that means a new calendar full of self-care and wellbeing tips and actions from 'Action for Happiness'. This month the theme is, Happier January ('let's start the new year happier'), and the link can be found [HERE](#). We hope you enjoy it.

Online Safety

Encourage your child to Stop, Speak and Support to take positive action online and be a good digital citizen.

STOP

- Take time out before getting involved, and don't share or like negative comments
- Try and get an overview of what's really going on
- Check community guidelines for the site you are on

SPEAK

- Ask an adult or friend that you can trust for advice
- Use the report button on the social platform it's happening on
- Speak to one of the charities set up to help with situations like this, such as Childline

SUPPORT

- Give the person being bullied a supportive message to let them know they're not alone
- Encourage them to talk to someone they can trust
- Give them a positive distraction from the situation

www.internetmatters.org/StopSpeakSupport

#Pledge2share

with your child to inspire change and stop cyberbullying



internet
matters.org

STOP
SPEAK
SUPPORT

[Anti-Bullying
Alliance]

Christmas



We had some cheeky elves around the school. We hear you have some at home too, hopefully they have not been too mischievous!



Brush Party—Christmas Sparkle!

Children at Westfield were lucky enough to participate in our online Brush Party. The theme was Christmas Sparkle. Here are some pictures of the children enjoying the event in Da Vinci's Den. Some amazing masterpieces were created!



Westfield Heroes

It's nice to be nice and if a member of Westfield staff made you smile then let us know and we will pass on your comments to them. It can be for absolutely anyone in school and for any reason - we'd just like to know! Maybe someone in the office was super helpful, someone made your child smile, your class teacher or LSA went the extra mile, or you were helped by a Well-Being Assistant or Nurture Lead, SENCO or Inclusion Leader, or you just want to say thankyou. Please click on the link and fill out the form it will take you to, then just add in the information about the Westfield Hero.

[Click](#) for the Westfield Hero form.



Clubs/Extra-Curricular Activities

Full details will be issued in due course but you might welcome an indication of the lunchtime and after-school clubs available for this term. Letters with full details will be given to all those relevant children expressing an interest in a particular activity. **Club details can be found on the school website under the Parents tab, and clubs.**

Monday Private Provider Half term 1	Karate Main Hall	3.10pm to 4.15pm	Years 1 -6	13.1.25	10.2.25
Monday Mr Clarke	Girls Football School Field	3.10pm— 4.15pm	Years 3-6	13.1.25 Not on Jan 20th or 17th March	24.3.25
Monday Pleiades	Dodgeball	3.10pm— 4.10pm	KS2	13.1.24	24.3.25
Tuesday Mrs Phillips	Writing club Hawks class	lunchtime	Years 3, 4 & 6	21.1.25	25.3.25
Tuesday Private Provider	Football Club	3.15pm to 4.15pm	Years 3—6	7.1.25 Not on Feb 11th	14.2.25
Tuesday Mrs Carey & Mrs Dearden	Phonics Booster Club BE & LB	3.05-3.45pm	Year 1 By invitation	14.1.25 Not on Feb 11th	25.3.25
Tuesday Miss Cox Half term 1	Choir Club Penguins class	3.10-4pm	Years 3-6	21.1.25	4.2.25
Wednesday Mrs McAteer	Art club	8-8.30am	Years 2-5	8.1.25	2.4.25
Wednesday Private Provider	Football Club	3.15pm to 4.15pm	Years 1 & 2	8.1.25	2.4.25
Wednesday Private Provider	Boogie Pumps Gym	3.15pm to 4pm	Yrs 1—Yr 3	15.1.25 26.2.25	12.2.25 26.3.25
Wednesday Miss Beattie	Lego club Owls class	Lunchtime	Year 3-4	15.1.25	26.3.25
Wednesday Mrs Lee	Mindfulness Colouring Robins class	Lunchtime	Year 3	15.1.25	26.3.25
Wednesday Miss Townson	Quizclub Kingfishers class	8-8.30am	Years 3-5	15.1.25	26.3.25
Wednesday Mrs Pear	Story club Butterflies class	lunchtime	Year R By invitation	15.1.25	26.3.25
Thursday Mrs Banks	Writing Boost- er Club Caterpillars	8am to 8.35am	Year 2 By invitation	16.1.25 (not on 13th Feb or 6th March)	20.3.25
Thursday Private Provider	Spanish Amigos	3.10pm to 4.15pm	Years R-6		
Thursday Miss Malhotra	Reading club In DF class	8-8.30am	Year 2	16.1.25	27.3.25
Thursday Lego club	Miss Malhotra In DF class	lunchtime	Years 1 & 2	16.1.25	27.3.25
Friday Mrs Thomas	Phonics Bumblebees class	Lunchtime	Year R By invitation	17.1.25	28.3.25

Some winter weather reminders...

As the wintery months begin we would like to remind you that in the event that the school needs to be closed due to bad weather conditions, Surrey schools make announcements on their school website. Ours is www.westfield.surrey.sch.uk

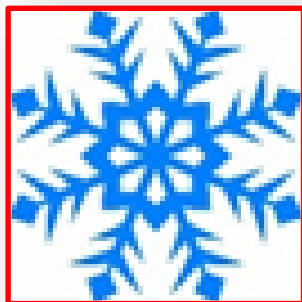
We will also send a text message in the event that the school needs to be closed.

If the weather looks questionable, please continue to check the website and look at your phone messages (in case the website fails), we wouldn't want your child to set off for school only to find we are closed. **Please ensure the school office has your up to date mobile number.**

Should weather conditions turn cold we ask that:

Students and parents should be mindful of their journey to school and allow extra time. **Bonsey Lane is often treacherous and the pedestrian paths have in the past not been treated by Surrey County Council. So we ask that parents/ carers bringing children to school should walk with extreme caution and avoid driving down Bonsey Lane at all if road conditions become icy. THANK YOU!**

When bringing children to school they may come in wearing alternative sturdy footwear (boots) and should change into dry school footwear on arrival.



Application for leave of absence/exceptional circumstances

As parents, you have a legal responsibility to ensure your child's attendance at school. Holidays should be taken during the school holiday period. During the academic year pupils are at school for 190 days and at home for 175 days. Students are expected to attend 100% of the time.

Please fill in a request of absence form (available from the office or online) if you want to ask the Headteacher to authorise a *leave of absence* during term time. You must ask well in advance and you are strongly advised to request leave of absence before you confirm your arrangements.

New legislations (Education (Pupil Registration) (England) (Amendment) Regulations 2013) means that if an application is not *"made in advance to the Head teacher by a parent with whom the pupil normally resides, and the Head teacher does not consider that leave of absence should be granted due to the "exceptional circumstances" relating to that application"*, then it will not be authorised.

If you take your child out of school without the approval of the school, you may be liable to receive a Penalty Notice from Surrey County Council for failing to ensure your child's regular school attendance.

Unauthorised absence in school time will not be authorised. *Guidelines from the local authority are that they may issue a Penalty Notice (with a fine) to each parent, when students are taken out of school during term for 5 days or more and if this absence is recorded as unauthorised by the school. Please note it includes cumulative absence over a 10 week period (several unauthorised absences that total 5 days within a 10 week period).*

The amount payable on issue of a Penalty Notice is £80 per parent per child if paid within 21 days of receipt of the notice, rising to £160 if paid within 28 days. If the penalty notice remains unpaid after 28 days, the Local Authority will consider a prosecution in the Magistrates Court. Please note that penalty notices are issued per parent/carer per child so a family of two parents and two children will receive 4 penalty notices. **If the absence exceeds 20 days, your child's name may be removed from the school roll and you will have to reapply for a place on your return.**

The Headteacher will consider the reasons for the request carefully, taking into account the effect on the continuity of your child's learning and your child's overall attendance rate, and then may authorise up to five days of absence. The Headteacher will notify you, via the office, of the decision within five working days of receiving your written application.

Leave of absence, for exceptional circumstances, will not be granted if additional leave is taken as holiday either side of this time. Proof of flights or other documentation supporting the request must be produced if asked for.

Monthly Attendance Letters

Monthly letters are automatically produced and sent to all parents whose children are late 4 times or more in a month. Monthly letters will also be produced to all parents whose child has an attendance below 90%, and for those between 91-94%. These letters will continue to be sent until the attendance is above 94%. Please be aware that this may take quite a few months.

Surrey Attendance Advice Officer (previously Education Welfare Officer)

The Surrey Attendance Advice Officer monitors the attendance of all children on a regular basis. They may contact parents if children are consistently late or there are concerns about attendance.

SCHOOL PENALTY NOTICE FINES FROM AUGUST 2024



The following changes will come into force for Penalty Notice Fines issued after 19th August 2024

1

FIRST OFFENCE

The first time a Penalty Notice is issued for term time leave or irregular attendance the amount will be:

£160 per parent, per child if paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.

2

SECOND OFFENCE (WITHIN 3 YEARS)

The second time a Penalty Notice is issued for term time leave or irregular attendance the amount will be:

£160 per parent, per child to be paid within 28 days. No reduced rate will be offered.

3

THIRD OFFENCE AND ANY FURTHER OFFENCES (WITHIN 3 YEARS)

The third time an offence is committed for term time leave or irregular attendance a Penalty Notice will not be issued and the case will be presented straight to the Magistrates' Court. Magistrates'; fines can be up to £2500 per parent, per child. Cases found guilty in Magistrates' Court can show on a Parents future DBS certificate, due to failure to safeguard a child's education.

10 SESSIONS (5 DAYS) OF UNAUTHORISED ABSENCE IN A 10 WEEK PERIOD

Penalty Notice Fines will be considered when there has been 10 sessions of unauthorised absence in a 10-week period.

WESTFIELD PRIMARY DATES FOR YOUR DIARY

Whilst we endeavour to keep the school dates fixed, we sometimes need to change these and ask for your support with amendments.

Tuesday	7th January	Children return for the Easter term
Wednesday	15th January	Robins trip to Pizza Express
Thursday	16th January	10am Woodpeckers class assembly
Tuesday	21st January	Year 6 parents meeting about SATS mocks. 3.15pm in Hawks class.
Friday	24th January	10am Beetles class assembly followed by a book look
Tuesday	28th January	2.30pm Year R book look
Friday	31st January	10am Ladybirds class assembly followed by a book look
Monday	3rd February	9am book look year 4
Tuesday	4th February	9am book look for year 3
Thursday	6th February	2.30pm Year 5 book look
Friday	7th February	8.55am-9.15am Year 2 book look
Friday	7th February	10am joint Year R assembly
Tuesday	11th February	3.20pm-5.30pm Parents evening in school
Thursday	13th February	3.20pm-5.30pm Parents evening in school
Friday	14th February	10am Hawks class assembly, followed by a book look
Mon-Friday	17th-21st February	Half term
Friday	28th February	Year R Book look
Friday	28th February	10am Falcons class assembly, followed by a book look
Thursday	6th March	World Book day— dress up day
Friday	7th March	10am Penguins class assembly
Mon-Friday	10th-14th March	Year 6 Bikeability Level 2
Friday	14th March	10am Puffins class assembly
Monday	17th March	Class and Year 6 leavers photos
Friday	21st March	10am Robins class assembly
Wednesday	2nd April	10am KS2 Easter Assembly
Wednesday	2nd April	11am KS1 Easter Assembly
Thursday	3rd April	Children finish at 1.20pm for Easter holidays
Tuesday	22nd April	Children return for the Summer term

