

Westfield Primary Head's Newsletter – September 2025



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Dear Parents and Carers,

A very warm welcome back to all our Westfield families after what we hope was a restful and happy summer holiday! We're delighted to see our school buzzing with excitement once again as we begin the 2025-2026 academic year.

New Year, New Adventures

Every school year brings with it new promises, exciting challenges, and opportunities for our children to grow. At Westfield, we can't wait to see what our pupils achieve as they settle into their new classes, make new friends, and build on their successes.

This year, we're especially thrilled to begin our journey into a new digital strategy and looking at ways in which to enhance learning and engagement for everyone to help our children develop crucial skills for the future!

Working Together: Our EEEA Trust Partnership

As proud members of the EEEA Trust, we remain committed to the Trust's core vision to **inspire belonging through respectful collaboration, empowering all to achieve excellence, under pinned by the values: Belong, respect, empower: unlocking futures.** These values perfectly complement our own Westfield PRIDE values, with the aim that every child feels they belong, is respected, and is empowered to achieve their very best—unlocking bright futures for all. Our partnership within the Trust means we share expertise, support, and resources, ensuring every child thrives and every voice is heard.

Save the Date - Open Evening!

We're excited to announce our annual Open Evening, where we celebrate all that makes Westfield special.

When: Thursday, 6th November, 5:00 - 6:30pm

Everyone is welcome! It's a fantastic chance for parents, carers, and visitors to explore our school, meet the team, and see Wonderful Westfield. Please mark it on your calendars!

We love hearing about what's going well, so please do share your positive experiences with us, maybe through nominating a Westfield Hero! [Click here to nominate a Westfield Hero](#). If anything isn't quite as you'd hoped, we encourage you to let us know - we're always here to listen and aim to resolve any issues promptly, ensuring the best possible experience for everyone. We're looking forward to a fantastic year ahead, filled with learning, laughter, and community spirit ... and remember, it won't be long until we're dusting off the tinsel and singing carols. Christmas will be here before we know it!

With best wishes from all the Westfield Team.



Well-being and Mental Health at Westfield.

A warm welcome back to a new term and school year! We hope you have all had a relaxing summer holiday and enjoyed spending time with family and friends. We hope you were able to practice and support your wellbeing and notice how it made you feel. Did you remember the 5 ways to wellbeing as a wellbeing tool? Don't forget we use the acronym CLANG to help us remember the 5 ways:

To **connect**, to **learn**, to be **active**, to **notice**, to **give**.

Below are some quotes that we hope you find useful and can return to when you need to. Below there is also a picture of a new wellbeing display our Nurture Lead, Miss Weaver, has created in the front entrance area: 'Fill your cup'. We think it is lovely and it has an important message for us all!



**Today is a perfect
day to be proud of all
the progress you
have made**



Until further notice,
**CELEBRATE
EVERYTHING.**
Because life is the
ultimate special
occasion.



We like to share the Action for Happiness calendars each month and the September one can be found [Here](#). The theme for September is Self Care September. Remember, self-care isn't selfish, it's essential.

At Westfield Primary School, we are committed to providing every child with the best possible education and experiences. As we look ahead, we want to share our three main School Development Priorities for the coming years. These priorities guide everything we do and help us ensure all our pupils thrive.

1. Developing a High-Quality Digital Strategy

We are excited to be making big steps forward in digital learning! Our aim is to ensure every child has access to a high-quality, inclusive, and accessible digital education. Here's what we are working towards:

- **Personal Devices:** During Autumn 2025, every Year 4 child will have their own iPad, with the goal of every pupil having a device in future years as the Trust rolls out its digital strategy for all schools.
- **Strong Digital Infrastructure:** We're reviewing our internet and resources so every classroom is fully equipped.
- **Blended Learning through the further integration of digital tools:** The school will continue to Embed digital tools (e.g. TV screens, Ed-tech learning platforms, tablets) across all subjects; ensuring digital resources align with curriculum goals and support key learning outcomes, making lessons more flexible and engaging.
- **Digital Skills for Life:** We're developing digital literacy within all subjects and ensuring every child, including those with additional needs, has the support they need.
- **Staff Expertise:** Our teachers will be receiving on-going training in the latest technology and digital teaching methods.
- **Equitable Access:** We will work to ensure all children have reliable access to devices and the internet, in school.
- **Parental Support:** We' will offer workshops and resources so you can support your child's digital learning at home.
- **Safe, Responsible Use:** Online safety and digital citizenship are at the heart of our approach, and our safeguarding policies are regularly updated.
- **Assessment and Progress:** Digital tools will help us track your child's progress and begin to provide personalised feedback.

2. Raising Standards in Writing

We want all our children to be confident, creative writers! Our focus this year is on continuing to raise writing standards, so that all pupils achieve their best. Our goals include:

- **Improved Writing Outcomes:** We're working so that writing results across all year groups are in line with or above national averages.
- **Closing the Gap:** We're determined to reduce differences in attainment for children with SEND, EAL, or eligible for pupil premium.
- **Celebrating Writing:** We're building a culture where writing is valued and celebrated in every classroom.

3. Behaviour & Inclusion: A Culture of Belonging

We believe every child should feel safe, included, and able to learn. To continue building a positive environment, we are focusing on:

- **Positive Behaviour:** Embedding consistent expectations and strategies for behaviour regulation across the school.
- **Inclusion:** Using approaches like Nurture Principles, our 5R values, and Zones of Regulation to help every child feel they belong.
- **Restorative and Trauma-Informed Support:** Our staff are trained to understand and support all children, using restorative approaches to manage behaviour.
- **Digital Tools for Inclusion:** Using technology to help support behaviour, learning, and inclusion for all pupils.
- **Strong Relationships:** Building trust and inclusion through positive relationships between staff, pupils, and families.
- **Family Involvement:** We welcome your input and involvement in shaping our school's culture of respect and belonging.

Keeping Your Child Safe Online: Social Media Apps and Age Limits

As children grow up in a digital world, it's important for families to stay informed about the social media platforms children may encounter. Many popular apps have **minimum age limits**—often set to protect children's privacy, wellbeing, and safety. These are for children after Primary School age. Here's what you need to know:

Common Social Media Apps and Their Age Restrictions

App	Minimum Age	What is it?
WhatsApp	16	Messaging and calls with contacts and groups
TikTok	13	Short video sharing, music, and live streaming
Snapchat	13	Photo and video messaging, stories, filters
Instagram	13	Photo/video sharing, messaging, stories
Facebook	13	Social networking, messaging, groups
YouTube	13*	Video sharing and streaming
Discord	13	Chat, voice, and video for gaming and community groups
Roblox	13+ for chat	Online games and user-generated content

*Children under 13 can use YouTube Kids, a safer platform with parental controls.

Why Are These Age Limits Important?

- **Privacy and Safety:** Apps collect data, and may expose children to strangers or inappropriate content.
- **Content Risks:** Social media can include unfiltered videos, images, or messages not suitable for young children.

Legal Protections: Age limits help safeguard children from online advertising, cyberbullying, and contact from unknown people.

What Can Parents Do?

1. **Talk Openly:** Have regular conversations with your child about their online activity and what's appropriate.
2. **Check Age Limits:** Only allow children to use age-appropriate apps.
3. **Use Parental Controls:** Set up parental controls on devices and apps to restrict content and manage screen time.
4. **Explore Together:** Look at apps, games, and websites with your child so you know what they're using.

Encourage Reporting: Teach your child to tell you or a trusted adult if they see anything online that worries them.

Useful Links and Resources

[Internet Acceptable Use Agreement for Parents/Carers \(The Key\)](#)

[NSPCC: Social Media Advice for Parents](#)

[Childnet: Parents' Guide to Social Media](#)

If you have any concerns or would like more information about online safety, please contact the school office. We're here to help keep every child safe—both in school and online!

Year 6 Activities Week

The year 6 children had a fantastic time during their end of term activities week. The children took part in a range of activities, designed to challenge them; to develop team work and resilience and to finish their time at Westfield in a fun way.

We went bowling; went swimming; had a climbing wall; tried archery and fencing. We had a day at ACS in Egham where we took part in STEM (Science, Technology, Engineering and Maths) activities. Here we used teamwork and our communication skills to create our very own Lego windmill! We got to explore HADO AR Sports—a reality sports activity which was pretty impressive!

Here are some pictures of the amazing week:



Sports Day report

Sports Day was once again a success in June. The children competed and participated in a range of events testing their physical and technical skills. Teacher's were very impressed by the resilience and risk-taking shown by the children, often in some fairly high temperatures! The children were all fantastic team players but it was Dragon house who took the title this year—who will it be in 2026?

Well done Sports Crew!

A special thanks to the sports crew who were fantastic during Sport Day! Teachers were impressed by their resourcefulness, perseverance and support that ensured Sports Day was a success for every year group!



Sports Day Results

	Sports Day Results 1 st Place – Dragon 2 nd Place – Phoenix 3 rd Place – Pegasus 4 th Place – Griffin	
Pegasus		Phoenix
		
Griffin		Dragon

Well done Dragons!



Dragon

Shoebox Appeal

We are very excited to announce that we will be supporting Link to Hope's Shoebox Appeal again this year. The special Shoeboxes of gifts are given to families who often have to make a choice between buying food or fuel at Christmas time - buying presents is just not a priority. Many of these families do not have running water, heating or electricity. Some live in appalling conditions, often living in just one or two rooms, and life for them is a real struggle to survive.

A shoebox for a family means that everyone receives a gift. A scarf for the mum, a tape measure for the dad, toys and games for the children as well as stationery and coloured pens. Also, toiletries, toothpaste, shampoo and soap to keep everyone clean and free from the germs that make them ill. And of course, sweets and chocolates for everyone - a family favourite!

We are kindly asking for monetary donations (for example 50p or £1) as well as shoeboxes please. We will then use this money to buy items to fill all of our shoeboxes just as we usually do.

Monetary donations and shoeboxes to be received by Friday 17th October.



Behaviour Policy Overview

Visible adult consistencies/ adult behaviour:

1. Meet and greet- zones of regulations
2. Calm, consistent and fair- classroom charters
3. Positive noticing - find the good/ model expectations
4. Our 6 Nurture Principles reinforce caring approach:



Positive Reinforcement

i.e. catch children being good and share with others

1. Positive fast feedback
e.g. praise (verbal, sticker/stamp, Marvellous Me)
2. Star of the week/ Head Teachers award
3. Showing good work to other adults in school
4. Phone call home/Marvellous Me / catch on the playground

Common Phrases

1. Wonderful walking
2. Terrific transitions
3. 5Rs
4. Lovely listening
5. Thank you for...
6. Empathy nurture principles embodied

Stepped sanctions e.g.

- 1) non-verbal signal
- 2) Describe preferred behaviour
- 3) Verbal reminder of expectations
- 4) Another verbal reminder
- 5) Time out
- 6) Phone calls home/meetings with parents/behaviour letters

Serious unacceptable behaviour straight to Steps 5 and 6 with additional Support & sanctions (including suspensions or exclusions) from HT/ SLT / Inclusion Team, including support beyond the classroom for behaviours such as, sexual harassment, physical violence, bullying, racism, challenging behaviours, prohibited items or actions (concealed weapon e.g. knife/vaping/smoking) and homophobia.

Verbal support e.g.

I've noticed that ... you know the Westfield Way: Be respectful, safe, ready and kind. Can you remember when you ... (recognise when this was done well) ...
Restorative questions e.g.
What has happened?
What were you feeling at the time?
Who was affected by the actions?
What needs to be done to make things right?
How can we do things differently?

Support beyond the classroom e.g.

1. Pastoral
2. Senior Leadership monitor reward charts
3. Parent letters / meetings
4. Individual behaviour plans and strategies
5. Multi-agency (EP/ Social Care/ Mindworks)
6. Designated safe space
7. Trusted adult

Alternatives to suspension or permanent exclusion e.g.

1. Internal exclusions
2. Personalised timetables
3. Proactive Support Intervention Plans
4. Managed moves
5. Short-term off-site support

Our 5Rs



We would like to take this opportunity to remind all visitors to school about being respectful to all our school community – thank you for working in partnership with us to achieve a positive and welcoming school environment.

Adult Conduct in School



We have an expectation that all adults and children in school are always respectful to each other. This includes parents and visitors.

Adults who use offensive language, shout, are aggressive, threaten or are violent towards staff...

- Will be asked to leave the school site.
- If they refuse, the police will be called.
- Adults may be banned from entry to the school site in the future.

Staff will not continue with the conversation and will walk away.

...whilst on the phone:

- The phone call will be terminated by the member of staff on the receiving end.
- The police may be notified.



Communication

Please take time to read our [communication policy on our website](#)

<https://www.westfield.surrey.sch.uk/attachments/download.asp?file=105>

At Westfield, we have our very own Twitter (X) account!

Please do check it regularly as you can find even more of the exciting activities and events we have been up to!

Our Twitter address is:

<https://twitter.com/WestfieldPri>

If you would like to contact your child's class teacher, please use the class email addresses below:

bumblebeesclass@westfield.surrey.sch.uk
 butterfliesclass@westfield.surrey.sch.uk
 beetlesclass@westfield.surrey.sch.uk
 ladybirdsclass@westfield.surrey.sch.uk
 caterpillarsclass@westfield.surrey.sch.uk
 dragonfliesclass@westfield.surrey.sch.uk
 robinsclass@westfield.surrey.sch.uk
 owlsclass@westfield.surrey.sch.uk
 kingfishersclass@westfield.surrey.sch.uk
 woodpeckersclass@westfield.surrey.sch.uk
 penguinsclass@westfield.surrey.sch.uk
 puffinsclass@westfield.surrey.sch.uk
 falconsclass@westfield.surrey.sch.uk
 hawksclass@westfield.surrey.sch.uk

Recognising staff

***Do you want to pass on a positive message to any of our Westfield staff?
 If so please follow this link and it will be shared with them.***

[Click](#) for the Westfield Hero form

Marvellous Me—have you signed up the app?



MarvellousMe tells you about the wonderful things that your child is learning, and pings you when they've been praised for good work, a great character skill, or received school rewards.

It makes you smile, feel proud, and inspires better home learning support and encouragement. Plus, it helps you to stay on top of homework, events and other school tasks.

MarvellousMe is free for parents. You'll get exciting alerts if you use it on your smartphone or tablet. Please ask the office for a login if you have not received one.

Friends of Westfield:

The Friends of Westfield work incredibly hard throughout the year to raise money for the school. We would like to express our heartfelt gratitude to Mrs Rachel Walton-Meadway who left at the end of last term. She has worked tirelessly to raise money and put all the events on for the children. We will miss her, but look forward to working with the new FOW team.



You can purchase 2nd hand uniform through the FOW using the link below:

<https://www.pta-events.co.uk/fowp/index.cfm?event=products>

Their Facebook page is:

<https://www.facebook.com/FOWPrimarySchoolWoking>

Their School lottery page is:

<https://www.yourschoollottery.co.uk/lottery/school/westfield->

Pride Tea Party



On 15th July we celebrated our annual
Pride Tea Party at Westfield.

Westfield Primary School has Pride values which are
Positivity, Respect, Independence, Diversity and Excellence.

A child from every class was nominated by their class teacher for
demonstrating these values throughout the year, and all chose a
friend to attend the tea party with them.

The children enjoyed the afternoon event, attended by Mayor Cllr
Amanda Boote, celebrating with an afternoon tea including
strawberries, crisps and cakes!

Well done to all the children for an amazing achievement!

(More photos are available on our Twitter page)
<https://x.com/WestfieldPri>

Well Being Wednesday

On Wednesday 9th July the 2025 summer Wellbeing Wednesday event took place in the school hall based around the theme of "resilience".

Our school cook, Magda and her team from Chartwells kindly provided biscuits for decorating for children to develop resilience through patience and turn-taking, and some they also provided useful nutritional advice.

A team from The Family Centre (Barnado's) and our own Mindworks in-school colleagues also supported the event with activities and information, in particular the Resilience Ball ideas and resources.

The children loved making sensory Play-Doh, worry monsters, painting and Online/ICT activities and book marks with resilient quotations and theme. They also enjoyed the physical challenge of the obstacle course to create the resilience of getting over obstacles in life. The event was well attended as always and there was a lovely buzz in the room during the event.



Help celebrate Our Westfield Heroes!

At Westfield Primary School, we believe in recognising the everyday heroes who make our school such a special place. If a member of our staff has brightened your day, supported your child, or made a positive difference—no matter how big or small—we want to hear about it!

Anyone in our school community can be a Westfield Hero:

- A friendly face in the office
- Someone who made your child smile
- A class teacher or Learning Support Assistant who went above and beyond
- Our Well-Being Assistants, Nurture Lead, SENCO, Inclusion Leader, kitchen staff—or anyone else you'd like to thank!

If you'd like to celebrate a member of staff, simply click the link below to fill out our short form. Share your story with us, and we'll make sure your kind words are passed on to your Westfield Hero.

[Click here to nominate a Westfield Hero.](#)

Thank you for helping us celebrate the fantastic staff who make Westfield Primary School such a wonderful community.



GROOVELINE

MUSIC EDUCATION

NEW MUSIC LESSON SPACES

AVAILABLE NOW!

We are delighted to be able to open up some new spaces for 1:1 and group instrumental lessons!










We have availability on the following instruments:

Guitar, Drums, Piano, Ukulele & Bass.

Scan the QR for more info & to sign up, or email admin@groovelinemusiceducation.com



We are very lucky at Westfield to have the use of the Adult Education Centre for drop off and pick up. Please could we ask for your support:

Please DO	Please DONT
<ul style="list-style-type: none"> ✓ Use the REAR carpark only 	<p>....park on Bonsey Lane or Hoebrook close as this causes problems with traffic flow and overall safety.</p> 
<ul style="list-style-type: none"> ✓ Park in designated bays 	  <p>as it damages the grass.</p>
<ul style="list-style-type: none"> ✓ BE AWARE parking enforcements are in place and you may be ticketed. 	<p>... park in front of driveways or the kitchen gates, or stop on any zigzag lines.</p>
<ul style="list-style-type: none"> ✓ Be considerate when parking and using the car park 	   
<ul style="list-style-type: none"> ✓ Model the polite behaviour you would want your child to see and hear. 	<p>Use aggressive language</p>  

The school gated car park is for staff use only, please do not drive in unless it is dropping off to breakfast club first thing in the morning.

Please be aware that whilst it is not an offence to park a vehicle on a grass verge unless there are waiting restrictions (yellow lines) on the road, as these also then apply to the verge; therefore, do not park on the grass verges near the school and by the garages as you may be ticketed.

Thank
You

Some Reminders

PASSWORD: Please ensure that the school office has a password for your child. Should you need to make alternative collection arrangements for your child, the person will be required to give this password to the school before the child is allowed to depart with them.

Mornings: The school day starts at 8:35am, when the gates open. The children walk into school, being met and greeted on the playground by familiar school adults and then go straight into their classes to begin their learning. Please ensure that your children are on time; learning begins as soon as the day starts, and being late can disrupt your own child and the rest of their class.

The playground is opened at 8.35am to enable the children to go straight into the classrooms. Older children who walk to school by themselves should not arrive any earlier than 8.35am so that they can enter the school premises immediately and go straight into their classroom on arrival.

Please remember the playground equipment is strictly out of bounds for ALL before and after school, thank you.

Illness: Please remember to report your child's absence every day via Study bugs before 10am if your child is unwell and cannot come to school. It is important we know where children are during the school day, and if we do not know, you will receive a call to check.

Medicines: Please take any prescribed medicines your child requires to the school office. They must be in the original packaging showing your child's name on the label. Do not leave them with your child. The staff in the office can explain school procedures to you.

Mobile Phones: Only children in Years 5 & 6 that are walking to and from school are allowed to bring a mobile phone into school. The phone will be kept in the school office for the duration of the school day.

Ipods/smart phones/Smart Watches/Electronic Equipment : these items are not allowed in school. Those in possession of such equipment will be required to leave it in the School Office until the end of the day.

Money: We are cashless, all payments for trips and meals to be made on line. You also need to consent to trips online. You may access this by the school website, parents tab, meal and trip payments.

School Dinner Monies: With effect from September school dinner monies are £3 per day for KS2. Please pay in advance and online. If you have not had a code please ask the office. Children may only change between packed lunches and school dinners HALF TERM.

Uniform, PE days and mufti Fridays: your child is expected to wear full school uniform when in school, on their PE days they are expected to wear the school PE uniform. On Fridays children may wear their own clothes to school, the clothes should be suitable and appropriate for a day in school, therefore no rips, easy to move in and shoes should allow them to run around safely.

THANK YOU FOR YOUR COOPERATION ON THESE MATTERS. At the start of the new academic year a little time is always needed to adjust to systems and routines and we are grateful for your understanding.

Confirmation of year group names

You may see the following in newsletters or letters sent home:

Early Years is Reception

Infants includes Reception, 1 & 2

KS1 includes 1 & 2

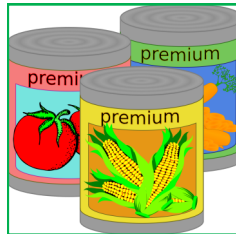
Juniors and KS2 includes Years 3,4,5 & 6

Food Bank Support

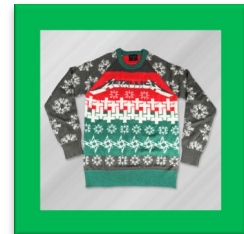
We like to support our local community and so all donations of food will go to the South Woking Community Food Bank. The Food Bank provides basic food and essentials to people in South Woking. We have a contribution box in the school reception area which is emptied regularly and all contributions of (in date) tinned and dry food items are gratefully received.

As previously mentioned, please send donations for the Harvest Celebration Assembly on October 23rd in plastic bags so that we can share these too.

Please send donations in between 20th – 22nd October.



Christmas Jumper Days



We will be holding our Christmas jumper days on the following dress down Fridays; **28th November & 5th December.**

The children may also wear a Christmas Jumper (or Christmas coloured e.g. red or green) over their uniform on **Thursday 18th December**, this is their Christmas meal day.

This is not compulsory and just for fun to celebrate Christmas.

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.**

Day	Club	Time	For Whom	Start	End
Monday In hall	Karate Scott Rayner Private provider	3.10-4.15pm	Year 1-6	8.9.25 NOT ON 15.9	20.10.25
Tuesday Beetles class	Phonics club By invite Mrs Carey	3.10-3.45pm	Year 1 by invite	16.9.25 NOT ON 21.10	25.11.25
Tuesday outside	Football Ultimate Coaching Private Provider	3.10-4.15pm	Years 3-6	9.9.25 NOT ON 21.10	9.12.25
Tuesday Hawks class	Creative writing Mrs Phillips	12.45-1.15pm	Years 3-6	16.9.25 NOT ON 21.10	25.11.25
Tuesday Caterpillars class	Year 2 Booster By invite Mrs Banks	12.20-12.50pm	Year 2	16.9.25 NOT ON 23.9 NOT ON 21.10	26.11.25
Wednesday Kingfishers class	Quiz club Miss Townson	8-8.30am	Years 3-6	10.9.25 NOT ON 22.10	26.11.25
Wednesdays Owls class	Book club Miss Chaplin	12.40-1.10pm	Years 3-6	17.9.25 NOT ON 22.10	26.11.25
Wednesday Robins class	Year 5 Peer Mediation Mrs Lee	12.40-1.10pm	Year 5	17.9.25 NOT ON 22.10	26.11.25
Wednesdays Woodpeckers class	Miss Beattie Board games and puzzles	8-8.30am	Years 3-6	17.9.25 NOT ON 22.10	26.11.25
Wednesdays Da Vinci'S Den	Art Club Mrs McAteer	8-8.30am	Years 2-5	17.9.25 NOT ON 22.10	26.11.25
Wednesday In Gym	Boogie pumps Private Provider	3.10-4pm	Years 1-3	17.9.25 NOT ON 29.10	3.12.25
Wednesday outside	Football Ultimate Coaching Private Provider	3.10-4.15pm	Years 1-2	10.9.25	10.12.25
Thursday Dragonflies class	Drawing Club Miss Malhotra	12.30-12.50pm	Years 1-2	11.9.25 NOT ON 23.10	28.11.25
Thursdays outside	Girls Football Ultimate Coaching Private Provider	3.15-4.15pm	Years 3-6	11.9.25 NOT ON 23.10 NOT ON 27.11	11.12.25
Thursdays Penguins class	Choir Miss Cox	3.10-4pm	Years 3-6	25.9.25 NOT ON 23.10 NOT ON 6.11 NOT ON 4.12	11.12.25
Thursdays	Spanish club Private Provider	3.05-4.15pm	Years R-6	11.9.25 NOT ON 23.10 NOT ON 6.11 NOT ON 27.11	4.12.25
Fridays outside	Multisports Pleiades	3.10-4pm	Years 3-6	19.9.25 NOT ON 24.10	5.12.25

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 relating to that application*", then it will not be authorised. **We will therefore not authorise any holidays.**

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.

Holidays 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 (e.g. a holiday). Please note it includes cumulative absence over a 3 month period (several unauthorised absences that total 5 days within a 3 month 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 will 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 90%. 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.



WILD GARDEN UPDATE - SUMMER 2025



THE SUMMER TERM IN OUR BEAUTIFUL WESTFIELD WILD GARDEN WAS PRODUCTIVE AND FUN DESPITE THE VERY HOT DAYS AND DRY CONDITIONS.



THE RAISED VEG BED WAS PLANTED WITH COURGETTE, SQUASH, PEAS, CARROTS AND SUNFLOWERS. THE POLLINATOR BED WAS BLOOMING INTO A HAZE OF POLLEN RICH FLOWERS PERFECT FOR ATTRACTING BEES AND OTHER POLLINATING INSECTS.

MOST EXCITING WAS THE UPDATE OF THE POND AREA. A GRANT OF £200 WAS RECEIVED FROM 'SURREY GARDENS TRUST'. OUR VOLUNTEERS WEEDED THE AREA AND PLANTED MANY BENEFICIAL POND PLANTS. WE SAW SO MANY FROGLETS! IT WILL BE GREAT TO SEE ALL THE NATURE THIS BRINGS INTO THE GARDEN.



THANKS TO EVERYONE WHO HAS HELPED AND LOOKING FORWARD TO ANOTHER GREAT TERM IN THE WILD GARDEN!

YOU CAN JOIN OUR GARDENING WHATSAPP GROUP TO FIND OUT MORE ABOUT GETTING INVOLVED SCAN THE QR CODE



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	3rd September	School starts
Monday	8th September	Year 2 Superhero dress up day
Thursday	11th September	Year 5 Parliament trip
Friday	12th September	9am Tea & Tissues (in dining hall) for Year R parents
Friday	12th September	10am Hawks assembly
Monday	15th September	Yr 3 Egyptian dress up day
Monday	15th September	Yr 4 Stone age dress up day
Wednesday	17th September	Phonics workshop for Year R parents 2.30pm
Friday	19th September	10am Falcons assembly
Friday	26th September	10am Caterpillars assembly Followed by book look
Thursday	2nd October	Year 5 Victorian dress up day
Friday	3rd October	10am Dragonflies assembly Followed by book look
Wednesday	8th October	9am Year 3 parents book look
Thursday	9th October	Individual school photos
Friday	10th October	10am Penguins assembly
Friday	10th October	Year 6 WW2 dress up day
Tuesday	14th October	9am Year 4 book look
Wednesday	15th October	Owls class trip to Pizza Express
Thursday	16th October	Flu vaccines to those that have signed up
Thursday	16th October	9am Year 5 book look
Thursday	16th October	2.30pm Year R book look
Friday	17th October	10am Puffins assembly
Friday	17th October	9am Year 1 book look
Tuesday	21st October	Parents evening 3.20-5.30pm in school
Thursday	23rd October	9.15am years 3-6 Harvest assembly
Thursday	23rd October	11am Years R-2 Harvest assembly
Thursday	23rd October	Parents evening 3.20-5.30pm in school
Friday	24th October	9am Year 6 book look
Mon-Fri	27th–31st October	Half term week
Mon-Thurs	3rd–6th November	Yr 6 Bikeability
Wednesday	5th November	Robins class trip to Pizza Express
Thursday	6th November	Open evening 5-6.30pm
Friday	7th November	10am Robins assembly

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.

Friday	14th November	10am Owls assembly
Thursday	20th November	10am Kingfishers assembly
Thursday	27th November	Christmas fair 2.45-4.30pm
Friday	28th November and 5th December	Christmas jumper days
Tuesday	2nd December	10am Christmas assembly for year 3
Thursday	4th December	10am Christmas assembly for year 4
Friday	5th December	10am Christmas assembly for year 5
Monday	8th December	2pm Christmas assembly for year 1
Tuesday	9th December	2pm Christmas assembly for year 2
Tuesday	9th December	2pm Christingle at St Marks church for year 6
Wednesday	10th December	10am Christmas advent assembly for year R
Thursday	18th December	Christmas jumper day and Christmas meal day
Friday	19th December	1pm Carols around the tree
Friday	19th December	Children finish at 1.20pm
Tuesday	6th January	Easter term starts

