

# Westfield Primary Head's Newsletter— November 2025



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Westfield Primary  
Bonsey Lane  
Westfield  
Woking  
Surrey

Phone: 01483 76187

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

www.westfield.surrey.  
sch.uk

## Welcome Back to the Second Half of the Autumn Term!

We hope you had a restful break and are ready for the exciting weeks ahead. This half of the term always seems to fly by as we head full speed towards Christmas!

October was packed with enriching experiences for our children and families. Highlights included:

- Thought-provoking and engaging class assemblies
- Year 3's ongoing visits to our friends at Mayford Grange retirement village
- Immersive WWII workshops for Year 6
- #HelloYellow Day in support of World Mental Health Day
- Our Wellbeing Wednesday for children and parents/carers
- A magical Road Safety show for Years R, 1 and 2
- Year 5 stepping back in time for Victorians Day
- Harvest assemblies across Key Stages
- Book Look events for each year group

**A huge thank you to The Friends of Westfield (FOW/PTA) for their tireless efforts. From hosting the ever-popular Halloween Disco to caring for our Wild Garden, funding our Magic Road Safety Show and now preparing for the festive season—they've been incredible. We're so grateful for their continued support. The FOW are always very grateful to any volunteers who come forward or anyone with fundraising ideas. If you would like to get in contact with them please contact them via email: [westfieldprimarypta@gmail.com](mailto:westfieldprimarypta@gmail.com) or via their website: [www.friendsofwestfield.co.uk/](http://www.friendsofwestfield.co.uk/)**

Looking ahead, we have a busy calendar of events including our upcoming Anti-Bullying Week, which includes World Kindness Day and then we will be starting to head towards Christmas, and all the fun that involves. Activities such as Christmas Jumper days, Christmas assemblies, the Christmas Fair and more! Please check the dates at the back of this newsletter so you don't miss out on any of the fun.

We'd also like to thank you for your generous contributions to our Harvest collection. Your donations to the South Woking Food Bank were deeply appreciated.

It was wonderful to see so many of you at our recent Parents' Consultation Evenings. Your partnership with us plays a vital role in your child's academic, emotional, and social development.

This half term, our PRIDE focus is on **Positivity**—a mindset and a choice we can all embrace. We're encouraging children to see the power of a positive attitude in everything they do.

Wishing you a joyful and inspiring November, full of learning, laughter, and community spirit!



## Well-being and Mental Health at Westfield.

### #hello yellow—World Mental Health Day.

Last month, on Friday 10th October, we turned the school yellow for #hello yellow day! The 10th October was World Mental Health Day and we marked the day by joining with Young Minds and having a '#hello yellow' day. We had a yellow-themed mufti day—to show young people they are not alone with their mental health. It was wonderful to see so much yellow in school, the children and staff really brightened up the day with their clothing and accessories! In addition to wearing items of yellow the children also took part in fun activities and learnt more about the day and what resources there are in school to support their wellbeing and mental health.

A really fun activity the children took part in was a 'class buddy' activity! Every class is buddied up with another class, and before #hello yellow day the children introduced themselves through writing a note or drawing a picture, then on World Mental Health Day each class got together with their buddy class and did a fun activity. It was great fun, see below for pictures of two of our buddy classes.

World Mental Health Day helps us to remember everyone has feelings and it's ok not to be ok, but there are lots of people and resources that can help our young people.



### Parent/Carer Wellbeing Survey.

During last half term's Wellbeing Wednesday and parents' evenings we gave parents the opportunity to have their say on wellbeing at Westfield—what is working well and how it could be even better.

Thank you to everyone who took the time to complete the short survey. If you missed this opportunity, but would still like to have your say, then please follow the link below, we would be very grateful for your feedback.

### [Parent and Carer Wellbeing Survey](#)

We hope you enjoyed last month's Happiness Calendar, Optimistic October. For November, the theme is 'New Ways November', a month for trying new things, for example, a new recipe, a new physical activity, a new routine, a new route to a familiar place etc. You can find the link [HERE](#). We hope you enjoy it!

## Keeping Your Child Safe Online

### Understanding AI Chatbots

Artificial Intelligence (AI) chatbots — like ChatGPT, Snapchat's "My AI," and others found in games or social media apps — are becoming increasingly popular with children. These chatbots can seem friendly and fun to talk to, but it's important for children and parents to understand the possible risks.

#### What are AI chatbots?

AI chatbots are computer programs that can have conversations with people. They can answer questions, write stories, or even give advice. Some appear as characters inside apps or games.

#### Why can they be risky?

- **Not always accurate:** AI chatbots can sometimes give wrong or confusing information. They don't always "know" what's true or false.
- **Seem real — but aren't:** Children may feel like they are chatting with a real person and share personal information without realising.
- **Data sharing:** Conversations are often stored or used to train the chatbot, so it's important not to share names, addresses, schools, or photos.
- **Inappropriate content:** Although many have safety filters, chatbots can still sometimes produce content that isn't suitable for children.

#### What can parents and carers do?

**Talk openly** about chatbots — remind children that they are not real people and can make mistakes.

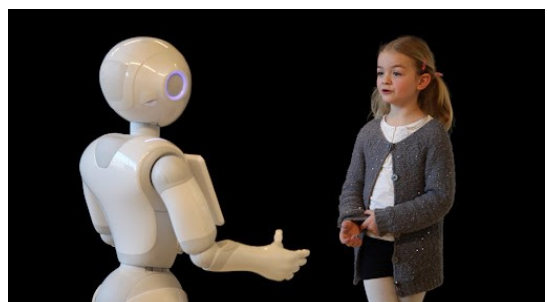
**Set boundaries** — keep chatbot use to shared spaces, and check age ratings on apps.

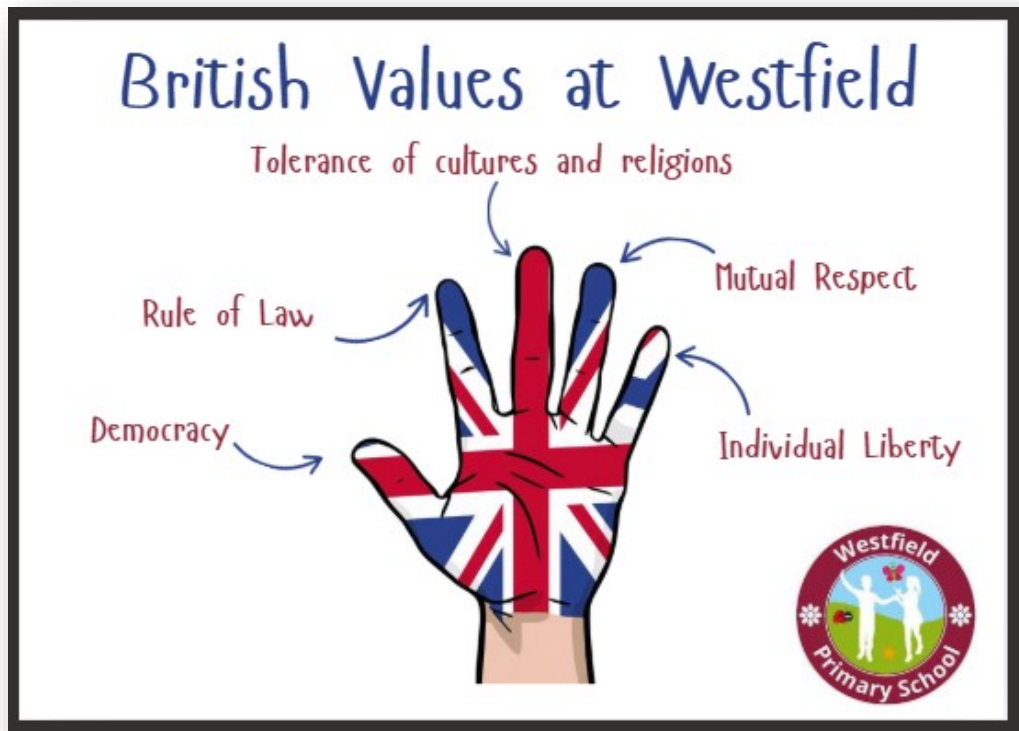
**Encourage safe searching** — if children want to find information, use trusted child-friendly websites instead (like BBC Bitesize or National Geographic Kids).

**Remind children:** Never share personal information, photos, or passwords with any online "friend" or chatbot.

#### Top Tip:

Ask your child to show you how they use apps with AI — it's a great way to start a conversation about being safe online.





## Using Your Hand to Remember

### **Thumb - Democracy**

The thumb represents Democracy, symbolizing everyone having a voice in decisions.

### **Pointing Finger - Rule of Law**

The pointing finger stands for the Rule of Law, emphasizing the importance of rules and fairness.

### **Tallest Finger - Tolerance**

The tallest finger symbolizes Tolerance of different cultures and religions, promoting respect and diversity.

### **Ring Finger - Mutual Respect**

The ring finger stands for Mutual Respect, encouraging kindness and understanding between people.

### **Little Finger - Individual Liberty**

The little finger represents Individual Liberty, reminding us of personal freedom

## Well Being Event

Westfield Primary School's 4<sup>th</sup> annual Autumn Wellbeing Wednesday event took place on Wednesday 15<sup>th</sup> October based around the theme of "Keeping calm".

The event was very well supported by external local organisations providing information and entertaining activities for parents/carers and children to take part in. Woking Leisure Centre, Surrey Young Carers, Relate, The Family Centre/Barnardos, Woking Library, Family Information Service, Foodwise, St. Mark's Community Fridge, The school nursing team, BRAAIN, Home-Start, Barnsbury Lighthouse, Family Voice and the Family Learning team all provided engaging activities including prize spinning wheels, handicrafts and colouring. Magda and her team from Chartwells kindly provided biscuits for decorating. Westfield's staff and Mindworks in-school colleagues supported the event with activities and information including the creation of dream catchers and online/ICT activities. The school Wellbeing Ambassadors were also on hand to assist. The event was very well attended by our families as usual, creating a lovely relaxed atmosphere.



## Harvest Assembly

The South Woking Food Bank were very grateful for all the donations. We hope you enjoyed the assemblies.



## Year 3 Pizza Express visits

Owls (Year 3) had a fantastic time at Pizza Express! We started with an exciting journey to Woking town, then we were met by a pizza expert. He quizzed us on our knowledge of dough ingredients, and then showed us examples of dough before it's cooked. We then washed our hands and put on our aprons ready to have our turn. We had a go at kneading our dough out and carefully spread our tomato sauce as our base. After that, we sprinkled on some cheese. We had to remember our special number to get our own personal pizzas back at the end. We had such a fun, exciting time and the pizzas were very yummy!



## Photo deadline

Please ensure that you order your school photos online by midday 7th November.

If you order after this time you will have to pay postage costs.



## 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.



## School drop off protocol and parking/road use considerations

Please use the Adult Education Centre car park for drop off and pick up. **PLEASE DO NOT PARK IN BONSEY LANE OR HOEBROOK CLOSE** as this causes a problem with the flow of traffic, and is dangerous for any child crossing the road. There are also parking enforcements in place and you may be ticketed. **Please park in the designated bays only. Parents need to drop and drive off to work in the mornings, and are being prevented from this by some inconsiderate parking.**

Please be aware that 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 apply to the verge;** therefore do not park on the grass verges near the school and by the garages as you may be ticketed.

Please ensure that you do not park in front of driveways or the kitchen gates, or stop on any zigzag lines. These need to be kept clear at all times for staff access and deliveries and in consideration of our neighbours.

Whilst we understand that Bonsey Lane does get very busy and everyone has somewhere to go, please be polite to all car users. **Please DO NOT block the roads and car parks for other drivers. Please drive considerately in the car park and be mindful of other children and adults that are around.**

Adult education will ask their car park attendants to monitor this and cars will be issued with a ticket if they park in this area.

**Please do not smoke on the school premises or on the Adult Education premises. These are all no smoking zones.**



### 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 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.*

Mon-Thurs	3rd–6th November	Yr 6 Bikeability—try it out days, and learn to ride days
Wednesday	5th November	Robins class trip to Pizza Express
Thursday	6th November	Open evening 5-6.30pm
Friday	7th November	10am Robins assembly
Monday	10th November	Chocolate/sweet donation mufti day
Friday	14th November	10am Owls assembly
Monday-Friday	17th -28th November	Bikeability level 2 for Year 6 (that have signed up)
Tuesday	18th November	Drink bottles mufti day
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 <b>for year 3</b>
Thursday	4th December	10am Christmas assembly <b>for year 4</b>
Friday	5th December	10am Christmas assembly <b>for year 5</b>
Monday	8th December	2pm Christmas assembly <b>for year 1</b>
Tuesday	9th December	2pm Christmas assembly <b>for year 2</b>
Tuesday	9th December	2pm Christingle at St Marks church <b>for year 6</b>
Wednesday	10th December	10am Christmas advent assembly <b>for year R</b>
Friday <i>Amended date</i>	12th December	Santa's Grotto—please purchase tickets form the FOW
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