

Westfield Primary Head's Newsletter— December 2025



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A very warm welcome to December's newsletter—where has this year gone?! Every month in school is fun, busy and special, but December probably tops all other months with the excitement and sense of anticipation it brings! There is lots going on at Westfield over the next 3 weeks of term, so please do keep a close eye on the diary of events at the back of this newsletter and the website, we would hate for anyone to miss out.

During November, the children had the opportunity of experiencing many curricular enrichment activities, for example:

- ◆ Year 3 continued their visits to our neighbours at Mayford Grange retirement village
- ◆ We held our successful annual Open Evening
- ◆ Anti-bullying themed week which included 'odd socks day' and a theatre production for the whole school, separated into performances for the older and younger pupils
- ◆ Robins class went to Pizza Express to make pizzas
- ◆ Football tournament at Woking Leisure Centre for our Year 6 team
- ◆ Class assemblies for parents/carers
- ◆ Aim High writing workshop for Years 5 & 6
- ◆ Pied Piper theatre company performed 'Zoom!' for Years 1 and 2

We've also had our first Christmas jumper day, and a very successful Christmas Fair. A huge thank you to the Friends of Westfield and the team of volunteers for all their hard work in putting together and running such a fabulous Christmas Fair.

At the end of November, we said farewell to Mrs Lorraine Hull. Mrs Hull worked as a Learning Support Assistant and worked in many classes across the school supporting children. She will be missed, but we wish her every happiness with her next venture.

This month we welcome Mrs Gretchen Matthews who will be joining us as a Learning Support Assistant; we hope she will be very happy with us.

In December, we have many Christmas performances for parents and carers, which the children have worked really hard on. Please be mindful if you bring a younger sibling to one of these performance that you take your child out if they are disturbing others, this will ensure that everyone can enjoy the children's performances to the full.

We wish you all a Christmas season full of joy and peace! Merry Christmas and a Happy New Year!



Well-being & Mental Health At Westfield

Wellbeing at Christmas: Finding Balance in the Festive Season

As we approach the Christmas holidays, it's a wonderful time to think about how we can all look after our wellbeing during what can be both an exciting and sometimes overwhelming time. Here are some gentle reminders to help everyone in our school community enjoy a healthy, happy festive season.

Don't forget to pace yourself: The run-up to Christmas can feel like a whirlwind of activities, parties, and preparations. It's absolutely fine to say no to some things and create space for rest. Both children and adults benefit from having some quiet time amongst the excitement. Try to maintain regular bedtimes where possible - sleep is one of the best gifts we can give ourselves and our families.

Remember that it's okay if everything isn't perfect. The most memorable Christmases are often the ones where we're relaxed and present, rather than exhausted from trying to do it all.

Try to get outside - Even when it's cold and perhaps a bit grey, getting outside does wonders for our wellbeing.

Why not try:

- A family walk to look at Christmas lights
- A trip to a local park to run around and let off steam
- A nature scavenger hunt looking for winter berries and evergreens

Even just 20 minutes outside can help everyone feel calmer and more energised.

Spend time together - Christmas is really about connection. Spending time with friends and family is great for health and wellbeing, and this doesn't have to mean elaborate activities - sometimes the simplest moments are the most special.

Consider:

- Cooking or baking together
- Playing board games
- Watching a favourite film
- Sharing stories about past Christmases
- Creating new family traditions

The key is being present and enjoying each other's company, rather than feeling pressured to constantly entertain.

Keep Moving - Physical activity has important benefits for mental wellbeing and happiness. The holidays are a great opportunity to be active in fun ways:

- Dance to Christmas music
- Play active games indoors if the weather's poor
- Go for bike rides
- Try a new sport or activity

Movement helps us manage stress, sleep better, and feel more positive.

A Final Thought—remember the festive season should be enjoyable, not exhausting. By pacing ourselves, getting outside, spending quality time together, staying active, and being mindful about screen time, we can all have a Christmas that leaves us feeling refreshed rather than frazzled!

And finally—We love to share the Action for Happiness calendars each month, this month the theme is: 'Do Good December'. The calendar's aim is to encourage everyone to carry out small acts of kindness throughout December. As we know, showing kindness to others improves our own as well as others' well being. The calendar can be found [HERE](#).

A very Happy Christmas from all of us at Westfield!



Christmas Screen Time: Finding a Healthy Balance

Online Safety & Family Tech Tips for the Festive Season

The Christmas holidays are a wonderful time for families to slow down, reconnect and enjoy a well-earned break. With new devices, exciting games and plenty of free time, it's also a period when screen time can easily creep up without us realising. Here are some simple ways to help children use technology safely and meaningfully—while still enjoying all the festive fun!

Keeping Screen Time Safe

Even during the holidays, the same online safety messages apply. Here are a few reminders to help everyone have a safe and positive experience online:

1. Talk openly about online use

Ask your child what they're watching, playing or creating. Simple conversations help build trust and keep them safe.

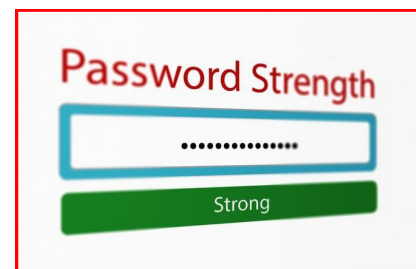
2. Set clear boundaries

Agree together on reasonable limits—for example, screens off during mealtimes, before bed, and a certain amount of "device-free" time each day.

3. Check privacy and parental controls

If your child receives a new phone, tablet or console, spend a few minutes setting up:

- Age-appropriate filters
- Strong passwords
- Friends lists locked to people they know
- Safe search tools



4. Remind children to be kind online

Encourage them to think before they post, message or share.

The rule: *If you wouldn't say it in person, don't type it online.*

5. Avoid oversharing

Help children understand why they shouldn't share personal information, holiday locations or photos of presents online.

Making Christmas Tech Positive

Screens can absolutely bring families together! Here are some simple and festive ideas for using technology in a healthy, creative way:

1. Nature Walk Photo Challenge

Wrap up warm and head out together. Give children a list of things to spot and photograph—winter leaves, robin footprints, something shaped like a star. Create a digital collage when you get home.



2. Family Film-Making

Use a phone or tablet to record a mini Christmas movie. Children can plan the setting, write lines, act, direct or edit. It's a great way to inspire storytelling and creativity.

3. Co-play a Game

Instead of gaming happening behind closed doors, choose a child-friendly game that you can play together or take turns on. It opens up conversations and allows you to model healthy screen habits.



Football match report

On Friday 14th November some of our Year 5 and 6 boys took part in a Year 6 football tournament at Woking Leisure Centre.

It was a fantastic event and the boys played 5 brilliant matches. They won 3 out of 4 games in their group stage and came 2nd overall in their group.

After a tense final match, Westifeld came 4th out of 12 schools. This was a fantastic result as they were playing in the Year 6 division despite having Year 5 boys in the team.

The boys showed true resilience and sportsmanship even when playing against some difficult opponents.

Well done Westfield!

Thank you also to the parents who came to support and cheer the boys on!



Book Donations

One of our reading scheme volunteers has generously donated £100 to the school for some new books for the classes they support with reading. After discussion with the class Teachers the following books have been purchased. We would like to express our thanks and gratitude to them, for not only donating the money, but sourcing the books.



**Winners of the Autumn 2025 Wellbeing
Wednesday Dream Catcher colouring
competition are....**

KS2:

Yash (Woodpeckers)



KS1:

Amay (Bumblebees)



Westfield Young Carers Group



Westfield Young Carers Club were proud to have a visit from Action for Carers: Surrey on 5th November. Westfield were presented with the Angel Award, in recognition of the work the school does to support our Young Carers.

If you think your child might be a Young Carer, please email: senco@westfield.surrey.sch.uk

Woking Environment Action (WEAct) Schools Eco-Projects Fund

The FOW made an application to the new WeAct Eco project Fund. They have been awarded £450 to spend on the Wild Garden. They applied for funds towards fruit & vegetable planting for next year, so plan to buy childrens gardening gloves, watering cans, compost, plants and seeds, and more.

We look forward to seeing this take place.

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
**COMMUNITY
FRIDGE**
OPEN TO ALL
Every Wednesday
1.30-3pm
St Mark's Church
Westfield Road, GU22 9NQ

We receive surplus food that would be thrown away

You come and take what you can use for free*

Together we reduce waste and build community

www.stpeterwoking.org/fridge
f Westfield Community Fridge

*donations welcome to help cover our costs



 *Westfield*
**COMMUNITY
FRIDGE** 

Christmas opening
Monday 22nd and 29th Dec
1.30-3pm

Closed on Christmas Eve and New Year's Eve

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	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 <i>Amended time</i>	5th December	2.15pm 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
Friday <i>Amended date</i>	12th December	Santa's Grotto—please purchase tickets from 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
Thursday	15th January	10am Woodpeckers class assembly
Tuesday	20th January	3.15pm Year 6 parents SATS meeting in Hawks class
Wednesday	21st January	O2 choir trip—children leaving at midday
Friday	23rd January	10am Beetles class assembly followed by a book look
Monday- Thursday	26th January—29th January	Year 6 mock SATS
Friday	30th January	10am Ladybirds class assembly followed by a book look
Friday	6th February	10am joint Reception class assembly
Tuesday	10th February	Parents evening 3.20-5.30pm
Thursday	12th February	Parents evening 3.20-5.30pm
Friday	13th February	10am Hawks class 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.

Monday— Friday	16th—20th February	Half Term
Friday	27th February	10am Falcons class assembly
Thursday	5th March	Book Day—dress up day
Friday	6th March	10am Penguins class assembly
Friday	13th March	10am Puffins class assembly
Friday	20th March	10am Robins class assembly
Wednesday	25th March	10am KS2 Easter assembly
Wednesday	25th March	11m KS1 Easter assembly
Thursday	26th March	Children break up at 1.20pm
Monday	13th April	Summer term starts

