

# Westfield Primary Head's Newsletter— January 2026



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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

We wish you all a very happy New Year and hope the year ahead is one of good health and contentment for 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, including photos of some of our Christmas events, so please do take the time to read through it.

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 at St Marks Church
- ◆ Whole school pantomime performance of Snow White, 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

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.



## Well-being and Mental Health at Westfield.

Happy New Year! We wish you 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.



With this in mind, and as we look forward to the year ahead, the **Educator and Storyteller, Neil Griffiths**, reminds us that **the greatest gift we can give our children is time—our time.**

He is passionate about the 'five essentials'. These are: **giving children time to play, time to talk, time to listen, time to be read to, and time to do stuff!** As Neil Griffiths says, *'Of course, children also need love, security, nourishing food, and warm clothes, but the above-mentioned five essentials are foundational for their emotional, social, physical, and cognitive development.'*

*Giving children time to play, talk, listen, and do is essential for their overall development. These simple, everyday experiences build the foundation for communication, creativity, problem-solving, and emotional intelligence. Through play and hands-on activity, children make sense of the world; through talking and listening, they develop relationships and language. Together, these essentials nurture confident, curious learners who are ready to thrive - in school and in life.*

*Giving children time to "do stuff" means giving them the freedom to explore, create, and take part in real, hands-on experiences. Whether they're building, baking, planting, or fixing, these moments help develop practical skills, confidence, and a sense of independence. Doing things for themselves nurtures curiosity, supports problem-solving, and allows children to see the impact of their actions. All these skills are essential for lifelong learning!*

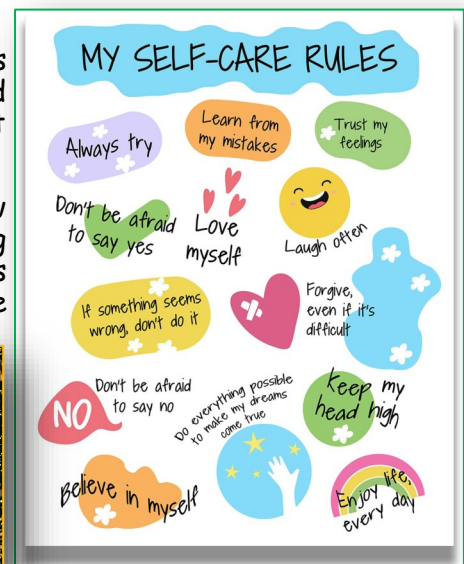
Of course, giving time to read aloud to, and with, children is vitally important for developing children who love books and reading.

Neil Griffiths concludes, *'Benjamin Franklin once said: "Lost time is never found again!" Don't miss out on the precious, exciting opportunity that is childhood. It's a matter of time!'*

So perhaps as we begin a new year we can all prioritise giving our children more of our time, and if we are looking after ourselves we will feel better prepared and equipped to do this.

Later this term we will be celebrating Children's Mental Health Week (9th to 13th 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 happiness 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!



## Gaming, Chats and Apps: What Parents Should Check After Christmas

Many children receive new devices, games or apps at Christmas. January is a good time to pause, check settings, and talk together about staying safe online.

### Online Games: What to Check

Many popular games include features that parents may not always be aware of.

Please check:

**Age ratings (PEGI):** These are based on content, not difficulty. A game may be easy to play but still unsuitable.



**Chat features:** Many games allow children to message or speak to others they do not know.

**In-game spending:** Some games encourage purchases using real money.

**Friend lists:** Children should only play and chat with people they know in real life.

### Messaging, Voice Chat and Group Chats

Children may be added to group chats through games or apps without actively choosing to join them.

Talk to your child about:

Never sharing personal information (name, school, address, photos)  
Leaving chats that make them feel uncomfortable  
Telling a trusted adult if something worries them  
Reassure your child that **they will not be in trouble** for speaking up.



### Safety Settings to Use

Most devices and consoles allow you to:

Set screen-time limits  
Block unknown contacts  
Restrict downloads and spending  
Filter age-inappropriate content

Taking time to explore these settings together can help children understand safe choices.

### Keep the Conversation Going

Online safety works best when it is an ongoing conversation, not a one-off talk.

You might ask:

"What games do you enjoy playing?"  
"Who do you play or chat with?"



## Christmas photos



## 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](http://www.westfield.surrey.sch.uk)

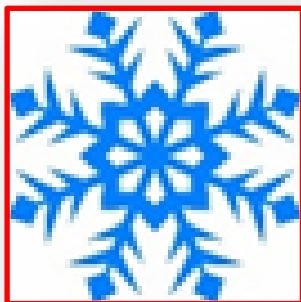
We will also send a text message in the event that the school needs to be closed.

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.



**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.



### 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 Bumblebees	Phonics By invite	lunchtime	Year R	12.1.26	16.3.26
Monday In hall	Karate Scott Rayner Private provider	3.10-4.15pm	Year 1-6	12.1.26	23.3.26
Tuesday Beetles class	Phonics club By invite Mrs Carey	3.10-3.45pm	Year 1 by invite	13.1.26 NOT ON 10.2.26	17.3.26
Tuesday outside	Football Ultimate Coaching Private Provider	3.10-4.15pm	Years 3-6	6.1.26 NOT ON 10.2.26	24.3.26
Tuesday Hawks class	Maths booster By invite Mrs Phillips	12.45-1.15pm	Year 6	20.1.26	17.3.26
Tuesday Caterpillars class	Spelling and hand- writing By invite Mrs Banks	8am	Year 2	13.1.26 NOT ON 10.2.26	17.3.26
Tuesday Butterflies class	Building club By Invite Mrs Pear	12-12.20pm	Year R	13.1.26	17.3.26
Tuesday Dragonflies class	Bookmaking Miss Malhotra	8am-8.30am	Years 1 & 2	13.1.26 NOT ON 10.2.26	17.3.26
Wednesday In Hall	Dance club Miss Townson	8-8.30am	Years 3-6	14.1.26	18.3.26
Wednesdays Owls class	Book club Miss Chaplin	12.40-1.10pm	Years 3-6	14.1.26	11.3.26
Wednesday Robins class	Reading club By invite Mrs Lee	12.40-1.10pm	Year 3	14.1.26	18.3.26
Wednesdays Woodpeckers class	Miss Beattie Times tables	8-8.30am	Years 3-6	14.1.26	18.3.26
Wednesdays Da Vinci'S Den	Art Club Mrs McAteer	8-8.30am	Years 2-5	14.1.26	18.3.26
Wednesday In Gym	Boogie pumps Private Provider	3.10-4pm	Years 3-6	14.1.26	25.3.26
Wednesday outside	Football Ultimate Coach- ing Private Provider	3.10-4.15pm	Years 1-2	7.1.26	25.3.26
Wednesdays outside	Girls Football Ultimate Coach- ing Private Provider	3.15-4.15pm	Years 3-6	7.1.26 NOT ON 21.1.26	25.3.26
Thursdays Penguins class	Choir Miss Cox	3.10-4pm	Years 3-6	15.1.26 NOT ON 12.2.26	5.2.26
Thursdays	Spanish club Private Provider	3.05-4.15pm	Years R-6	8.1.26 NOT ON 12.2.26	19.3.26
Fridays outside	Multisports Pleiades	3.10-4.10pm	Years 3-6	16.1.26	20.3.26

## Parents Evenings reminder

The parents evenings this term are on Tuesday 10th February, and Thursday 12th February 3.20-5.30pm.

A booking email will be sent nearer the time, as you book your own time slot via Tucasi/Scopay. (The same website that you pay for meals and trips on).

Please keep an eye out for it (next term), and be sure to book to meet your child's class teacher.



## 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.



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"> <li>✓ Use the REAR carpark only</li> </ul>	<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"> <li>✓ Park in designated bays</li> </ul>	  <p>as it damages the grass.</p>
<ul style="list-style-type: none"> <li>✓ BE AWARE parking enforcements are in place and you may be ticketed.</li> </ul>	<p>... park in front of driveways or the kitchen gates, or stop on any zigzag lines.</p>
<ul style="list-style-type: none"> <li>✓ Be considerate when parking and using the car park</li> </ul>	  
<ul style="list-style-type: none"> <li>✓ Model the polite behaviour you would want your child to see and hear.</li> </ul>	<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

### 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.



## Friends of Westfield PTA - Autumn Update

Thank you for helping us raise £5,100 since September!



### How you have helped school



## Thank you

to everyone for your incredible support this term! From donations to volunteering and attending events, every contribution truly means so much and makes a huge difference.

It's fantastic to see so many parents getting involved more than ever before! We hope you're feeling the positive energy, excitement, and spirit of collaboration too. If you'd like to get more involved, share suggestions, provide feedback, share an amazing fundraising or spending idea or ask any questions, please WhatsApp your class rep or email us at [westfieldprimarypta@gmail.com](mailto:westfieldprimarypta@gmail.com).

### Spring Term events

Valentines Bake Sale  
Wednesday 11<sup>th</sup> February



Wonka Bars - World Book Day  
Thursday 5<sup>th</sup> March

Easter Egg Tombola  
Friday 10<sup>th</sup> March



### PTA SOCIAL

THURSDAY 5<sup>th</sup> FEBRUARY

FROM 7PM

BIRD IN HAND. WOKING

FOW update

## SPRING UPDATE 2026



Thank you to everyone who gave some time to help in the garden last term.

It was great to be able to replace the broken trellis under the rose arch which leads to the Zen Den.

The daffodil planting event was very successful in November. 50-60 children and adults gathered after school to plant hundreds of bulbs near the playing fields.



It will be wonderful to see the yellow daffodils in the Spring. Look out for more events in the future.

More exciting news.. Our application for WeAct funding was accepted. We will receive £455 towards gardening equipment and projects.

A huge thank you to all who have shown interest. Looking forward to a great term.

# Refresh Café

Connecting with the community

Refresh yourself after School with a free hot drink or milkshake. Children and carers can enjoy a place to chat, relax and play games.

St Mark's Church *(off Bonsey Lane)*  
Tuesdays 3.15-4pm *(Term Time only)*



 Parish of **St Peter Woking**  
St Peter's · St Mark's · All Souls'

[www.stpeterwoking.org](http://www.stpeterwoking.org)  
01483 755852  
[cfm@stpeterwoking.org](mailto:cfm@stpeterwoking.org)

## 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](http://www.stpeterwoking.org/fridge)  
 Westfield Community Fridge

\*donations welcome to help cover our costs

## 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	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 book look
Monday-Thursday	26th January—29th January	Year 6 mock SATS
Friday	30th January	10am Ladybirds class assembly followed by a book look
Wednesday	4th February	Year 3 book look in dining hall at 9am
Wednesday	4th February	Year R book look in dining hall at 2.30pm
Thursday	5th February	Year 5 book look in dining hall at 9am
Friday	6th February	10am joint Reception class assembly
Friday	6th February	9am Book look for year 2 in Dining hall
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, followed by a book look
Monday—Friday	16th—20th February	Half Term
Friday	27th February	10am Falcons class assembly, followed by a book look
Tuesday	3rd March	9am—Year 4 book look in hall
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