

Westfield Primary Head's Newsletter— February 2026



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The warmest of welcomes to our February newsletter! While for some January can seem like the longest month of the year, at Westfield it has flown by in a flurry of fun and engaging enrichment activities! Here are just some of the activities our children have had the opportunity to be involved in since the start of term:

- * Whole school writing week based on the themes of friendship and respect for our world. This week was based around 2 books: The Storm Whale by Benjy Davies for our younger children (EYFS & KS1) and The Promise by Nicola Davies for KS2. The children have produced some wonderful art work and pieces of writing which are displayed around school
- * Year 3 resumed their visits to our neighbours and friends at Mayford Grange
- * Class assemblies for Woodpeckers, Beetles and Ladybirds

Year 6 also had their 'mock SATs week' last week. This is hugely beneficial in giving them a taster of the real week which will be coming up in May, and reminding them the tests are nothing to be worried about. The children particularly enjoyed the breakfast they had in school each day prior to the day's test!

In addition, our teachers have been introduced to a new online resource, Magma Maths, which the children have been really enjoying in some of the Maths learning.

At Westfield we are always looking at ways we can improve and further develop our school and each year we put together a School Development Plan. Please do take a look at our 'parent friendly' School Development Plan on our website, the link can be found [HERE](#). In it we set out our priorities for the year ahead.

Our PRIDE values are an integral part of our school ethos and this half term we have focused on the PRIDE value of '**Respect**'. We have encouraged the children to embrace respect not only for themselves but also for others, our community and the world. The aim is to instil in them the importance of treating everyone with fairness, dignity and kindness. After half term, we will be highlighting the PRIDE value of Independence.

Please note that Parents' evenings are taking place the week before half term (Tuesday 10th and Thursday 12th February). This is an important opportunity for you to meet with your child's teachers and discuss their progress. Please do look out for the information on booking an appointment time.



We wish you all a very restful and happy half term when it arrives in a couple of weeks.



Well-being and Mental Health at Westfield.



This February we are once again taking part in Place2Be's annual Children's Mental Health themed week. The theme this year is, **"This is my place"**. This means feeling like we're part of something, such as our family, our school, our group of friends or a team. These happy moments help us feel connected, valued, and accepted. As Place2Be state, *'When we feel like we belong, we feel happy, safe, and ready to learn and play. It helps us grow strong in our minds and bodies, and it makes it easier to make friends, do well in school, and feel good about ourselves.'* And that is a great way to feel!

Across the week we will be doing activities, learning and talking about how we can help everyone feel like they belong. We will share ideas and learn from each other what makes us feel happy. We'll work to ensure we are kind, include others, and make sure no one feels left out. Because everyone deserves to feel like they have a place where they are accepted, cared for, and loved.

A sense of belonging is really important for our mental health; when children have a strong sense of belonging they feel more confident to be themselves and try new things, they develop resilience to cope with challenges and setbacks, they experience less anxiety and loneliness and they can build stronger relationships and communication skills.

Over the week there will be lots of fun and engaging activities for the children to do, including a collaborative art activity, a dress up day (see below) and class buddy activities.

The week will start off with a dress up/mufti day on Monday 9th February. The theme for this is: **'Come as Yourself Day'**. On this day the children can come to school in their own clothes. The idea is that they can wear clothes that represent them and where they feel they belong/happy e.g. teams, hobbies, favourite colour, favourite clothes, character, favourite TV show character, dress up outfit (perhaps a superhero or Disney character) etc. The only thing we ask is that all clothes and footwear are suitable for an active day in school, and that no jewellery (except plain ear studs for those with pierced ears) is worn (as our uniform policy states).

It's going to be a great week!

We hope you enjoyed the January Action for Happiness calendar: Happier January. The February theme is: Friendly February. The aim being to 'be friendly to others and give your relationships a boost'. A great way to boost a sense of belonging too! The calendar can be found [HERE](#).

Artificial Intelligence

Artificial Intelligence (AI) is now part of everyday digital life. Children may encounter AI through games, apps, search tools, homework helpers, image generators, chatbots and social media. While many of these tools can be useful and creative, they can also create content that looks real but isn't.

What Are AI and Deepfakes?

Artificial Intelligence (AI)

AI is technology that can create text, pictures, voices, music and videos.

Deepfakes

Deepfakes are images, videos or audio that have been created or altered by AI to look real. A person might appear to say or do something that never actually happened. Some deepfakes are made as jokes or for entertainment, but others can be used to spread misinformation, trick people, or cause harm.



Why This Matters for Children

Children may:

- Believe false information because it looks convincing
- See fake images or videos of real people
- Be tricked by fake profiles or voices
- Feel confused about what is real and what is created by AI

Helping children understand that **not everything online is trustworthy** is an important life skill.

What Parents Can Do

1. Talk About AI in Simple Terms

Explain that computers can now "make things up" using information they have learned, and that this doesn't mean the information is true.

2. Encourage Healthy Scepticism

Teach children to pause and ask:

- Who made this?
- Why was it made?
- Can I find this information somewhere else?

3. Remind Them Not to Trust Faces, Voices or Videos Automatically

Let children know that videos and voices can be faked, even if they look or sound real.

4. Keep Communication Open

Reassure children they won't get into trouble for asking questions or telling you about something strange they've seen.

5. Use Safety Settings

Keep parental controls and age-appropriate restrictions switched on for apps, games, browsers and video platforms.

If you notice changes, start a calm conversation.



Information Sharing on Smartphones and Children

Smartphone-Free Childhood

One of our parents recently told us about an organisation called [Smartphone Free Childhood](#). It's a movement that encourages families to delay giving children smartphones, and some parents find it helpful because it can reduce anxiety, improve focus, support better sleep, and encourage more face-to-face social time and imaginative play.

As you will be aware, our school is a phone-free environment. Children aren't allowed to bring phones until Year 5 or Year 6, and even then only if they walk to and from school on their own. Phones must be handed in at the start of the day and returned at home time, so pupils don't have any access during the school day.

We're not endorsing this organisation—just sharing in case it's useful. Every family is different, and it's about finding what works best for you.

Parent Tip: One simple way to manage screen time at home is to set clear "tech free zones" (like bedrooms or the dinner table) and agree on daily limits together. This helps create healthy habits and keeps family time distraction free.

Westfield Heroes

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.



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 begins promptly at 8:40am, the gates will open at 8:35 to allow the children to walk into school, they will be met on the playground by school adults and taken straight into their classes to begin the day. 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 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. Do not leave them with your child. The staff there will 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.

Please ensure that you name all uniform, so if misplaced it can be returned to you.

THANK YOU FOR YOUR COOPERATION ON THESE MATTERS.

School Uniform (including mufti days on Fridays)

Please find below the uniform expectations at Westfield Primary, as set out in our school brochure on our website.

School Uniform

We take PRIDE in how our children look and expect all the children to wear the full School Uniform and kit for PE. This helps maintain a cohesive school community. Please check with the school before purchasing new items or changing hairstyles if you are in any doubt about the uniform code, as the school's decision is final. As part of our Well-being approach, every Friday children will be permitted to wear mufti (home clothes). These clothes must be clean and suitable for learning, including physical activity. On these days there is still no additional jewellery. A single stud earring in each ear and a watch (no smart watches) only is permissible. Clothes and footwear must be appropriate to being able to run around on the playground and respectable i.e. no midriff showing, no ripped clothing/ no ripped jeans, no heels/ slip on shoes/ flip flops. The school reserves the right to make judgement on the appropriateness of mufti clothes.

Uniform

- White polo shirt for all children. This has been updated from Summer 2024 and therefore children in the Juniors may continue to wear white shirts or blouses, with optional ties for their remaining time at Westfield.
- Grey trousers or school shorts (no leggings), skirt, skorts (shorts that look like a skirt) or pinafore, that must be knee length or longer
- Burgundy logo or plain jumper/cardigan.
- Plain white, grey or black socks that are below the knee/tights.
- Sensible, black enclosed waterproof shoes (Velcro fasteners are ideal for younger children). These must be plain black and flat, but can be plain black trainers or sturdy black shoes. No open-toed shoes, knee high boots (ankle boots are permissible) or slip on shoes are allowed. All shoes must have a back to them.

Optional Summer Uniform

May be worn from the start of the summer term until autumn half term (end of October)

- Blue & white checked dresses may be worn, that must be knee length or longer. Blue and white checked skorts jump suit may also be worn.

PE & Swimming

On PE days children should come into school in their PE kit.

- Burgundy T-shirt
- Navy/black shorts. Plimsolls. Trainers for games.
- Socks not tights. Drawstring bag for spare kit if required due to weather.
- Plain dark (black or blue) tracksuits (optional).
- An appropriately sized rucksack for swimming gear, to include swimwear- full swim suit for girls and a towel.
- Optional fleece jumper (burgundy, blue or black).

Children who are chosen to represent the school at sporting events (e.g. football match) are provided with a school kit where appropriate.

Application for leave of absence/exceptional circumstances

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

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

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

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

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

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

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

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

Monthly Attendance Letters

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

Surrey Attendance Advice Officer (previously Education Welfare Officer)

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

SCHOOL PENALTY NOTICE FINES FROM AUGUST 2024



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

1

FIRST OFFENCE

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

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

2

SECOND OFFENCE (WITHIN 3 YEARS)

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

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

3

THIRD OFFENCE AND ANY FURTHER OFFENCES (WITHIN 3 YEARS)

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


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

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

Have Your Say!

Please take the time to support your children in voting in the Youth Parliament Vote for the Members of Youth Parliament they would like to represent them.


This is an exciting opportunity for them to get involved in the democracy of this country.




SURREY YOUTH VOICE VOTE NOW!

YOUR VOTE. YOUR VOICE. YOUR FUTURE.


Vote for your Members of Youth Parliament
MYPs represent young people's voices locally
and nationally




VOTE ONLINE BY THE 22ND OF FEBRUARY



surreycc.gov.uk/youthvoice



[@ourvoicesurrey](https://www.instagram.com/ourvoicesurrey)



SURREY
COUNTY COUNCIL

SURREY

ARTS

GUITAR LAB CREATIVE MUSIC COLLABORATION

Guitar, Bass and Ukulele

Guitar Lab is a creative guitar group where players of all levels come together to learn, play and perform music together.

Experience: One term of lessons required

School years 3 and above

Mondays 5pm - 6pm

Starting 23 February

St. Peter's School, Guildford, GU1 2TN

Cost: £37.50 for 5 sessions

Sign up here



T: 01483 519303

E: surreyartsmusic@surreycc.gov.uk



Discover more about music lessons at:

surreycc.gov.uk/music



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February Holiday Activities

Make a Viking Longship

18th Feb 2026

11am-12:30pm or 2pm-3:30pm

Cost: £4.50

Come along to the museum to find out more about longships and then make your own out of card - complete with a dragon's head on the front!

Age: 5-12. (5 year olds with an adult)

Roman Mosaics

19th Feb 2025

11am-12pm or 2-3pm

Cost: £4.50

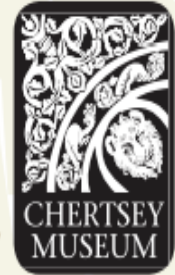
Find out about Roman mosaic tiles and then make your own creation using stone mosaic pieces and grout.

Age: 5-12 (5 year olds with an adult)

BOOKING IS ESSENTIAL

<https://www.zeffy.com/en-GB/ticketing/half-term-holiday-activities>

Or by phone 01932 565764



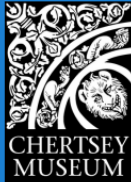
www.chertseymuseum.org/events

Call 01932 565764 to book your place

The Olive Matthews
COLLECTION

Runnymede
BOROUGH COUNCIL





back in 2026
by popular demand!

Kids Saturday



From buttons to back stitch, blanket stitch to daisy stitch - come along and learn how to sew.

Learn a new stitch each month and take home your handsewn creations.

Suitable for ages 7 to 12
£4.00 per session
Advanced booking required

11.15am
to
12.30pm

7 February
7 March
4 April

Book online at <https://www.zeffy.com/en-GB/ticketing/saturday-sewing-circle>

Chertsey Museum 33 Windsor Street Chertsey KT16 8AT
Tel 01932 565 764



For All
The
Family

1st Saturday
of the month
1.30pm-3.30pm

Museum Makes

Join us for a fun family craft activity where imagination meets history in a hands-on experience for all ages!



Chertsey Museum, 33 Windsor Street, Chertsey KT16 8AT
chertseymuseum.org



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.

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	9am Book look for year 2 in Dining hall
Friday	6th February	10am joint Reception class assembly
Monday	9th February	'Come as Yourself' mufti day to mark the start of Children's Mental Health Week
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
Wednesday	18th March	Year 6 Polka Theatre trip
Friday	20th March	10am Robins class assembly
Wednesday	25th March	10am KS2 Easter assembly
Wednesday	25th March	11am KS1 Easter assembly
Thursday	26th March	Children break up at 1.20pm
Monday	13th April	Summer term starts