

Westfield Primary Head's Newsletter – June 2026



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A warm welcome back to Westfield for the last half term of the school year! The time certainly seems to have flown by, as is often the case when learning and having so much fun. The learning and fun continued throughout May, and some of the curriculum enrichment opportunities included:

- ◆ Year 3 trip to Weald and Downland Museum
- ◆ Pickleball workshops for Key Stage 2 classes
- ◆ Class assemblies for Caterpillars, Dragonflies, Ladybirds & Beetles
- ◆ Year 1 trip to Windsor castle
- ◆ Year 5 Viking dress up day and activities
- ◆ Year 3 fortnightly visits to Mayford Grange, the retirement village
- ◆ Boogie Pumps ran an assembly/workshop
- ◆ Year 3 open classroom event, showcasing their 'Delight' project work

Such a lot has been going on and June shows no sign of slowing down with workshops, a geography field trip day, our annual wellbeing themed week, Year 6 activities week and sports days all planned in!

Year 6 completed their SATs during May and we are so proud of how well they tackled this week; undertaking all that was asked of them with good humour and resilience—and they all certainly enjoyed the breakfast that was laid on each day! They are certainly proving themselves to be ready for the next stage in their education journey, when it arrives.

Looking ahead to September, on page 5 you will find a list of which teachers will be teaching which classes next year, for your information. Over the next couple of weeks, the children will be told where their class is going and who they will have teaching them next year. This is always an exciting, but also a potentially unsettling time for the children as they come to accept that there are necessary changes ahead. Please support them by talking positively about these changes while also reassuring them that it's perfectly normal to feel a little less sure around change, but change and experiencing new things are good for us all and our development. We will, of course, be supporting these transitions in school so that the children feel well prepared and supported for any changes ahead.

You will notice that some names are missing from the class teacher table for next year. At the end of this term we will be saying good bye to Miss Velvet Chaplin, who will be heading out on an exciting venture to teach English in South Korea! We will miss her, but wish her every success and happiness in this next stage in her career. Miss Rachael Cox will also be away from us for a while as she embarks on her own exciting adventure as she and her partner prepare to welcome their first baby! We wish them every happiness as they grow their family. We will be welcoming Miss Angelica Manuzon and Mr Jason Goodall who will be joining us as class teachers from September, we hope they will be very happy with us as part of our Westfield family.

This half term, we will be focusing on the **PRIDE** value of **Excellence**. This is not about coming first in everything or being the best in everything, but rather striving to be the best that we can be, trying our hardest in everything that we do.



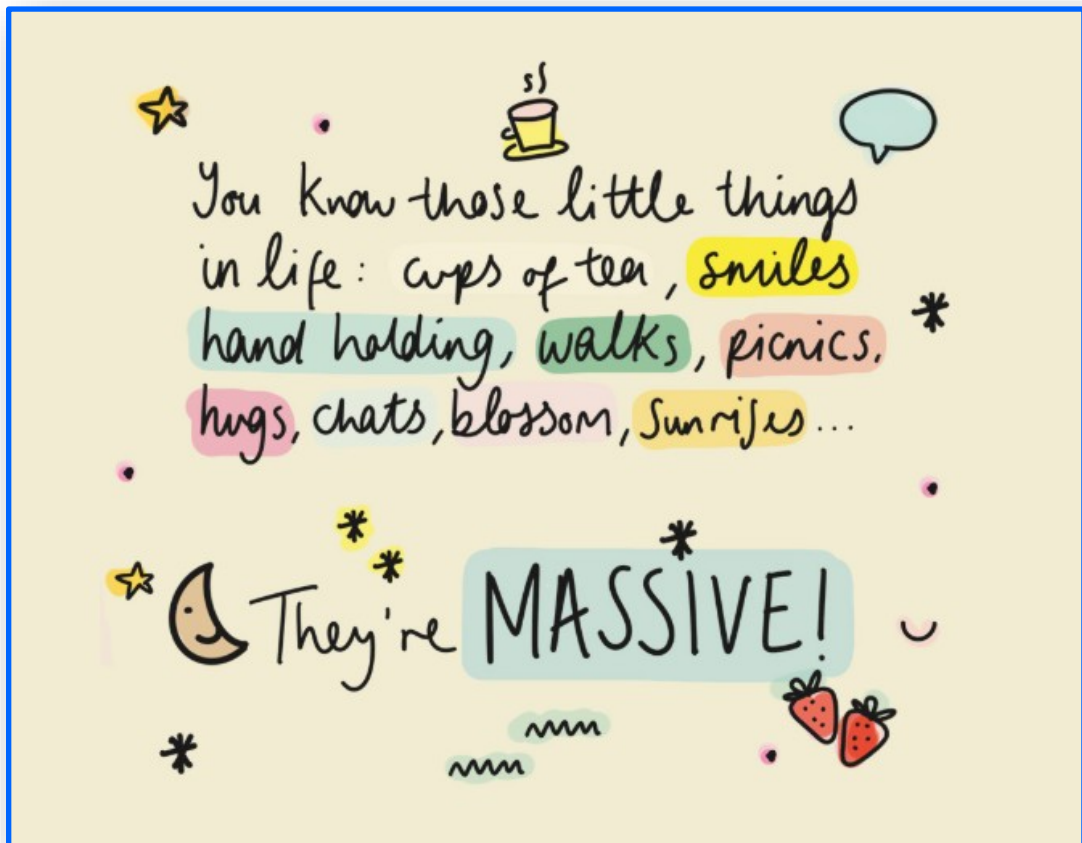
We wish you a very happy half term and look forward to seeing you at one, or more, of our many events.

Well-being and Mental Health at Westfield.

We all know that lovely feeling of excitement when we have something special to look forward to. Planning enjoyable moments, big or small, can really lift our spirits. At the same time, it's so important to pause and notice the simple, everyday joys around us. Those little moments: the laughter, a kind word, a quiet cup of tea; can mean just as much and play a big part in looking after our wellbeing. As we approach this month, let's try not to rush from one thing to the next, but instead take time to enjoy what's right in front of us each day.

As Kurt Vonnegut beautifully said:

"Enjoy the little things in life, because one day you'll look back and realise they were the big things."



We hope you enjoyed last month's Action for Happiness calendar, *Meaningful May*, and perhaps had a go at some of the daily activities.

This month, the theme is *Joyful June*, encouraging us all to "look for what's good" each day. You might like to try this at home, perhaps by sharing one small positive moment together at the end of the day, or simply taking time to notice something that made you smile. These little habits can gently help us all build a greater sense of joy and appreciation in everyday life. You can find the calendar [HERE](#). We wish you all a very joyful June!

Online Safety

Staying Safe on YouTube & YouTube Shorts

YouTube can be a fantastic platform for learning, creativity and entertainment. Many children enjoy watching tutorials, gaming videos, funny clips and educational content. However, YouTube Shorts and recommended videos can sometimes expose children to content that is not appropriate for their age.



What are YouTube Shorts?

YouTube Shorts are short, fast-paced videos that children can scroll through quickly, similar to TikTok or Instagram Reels. Because videos play continuously, children may quickly move from suitable content to videos containing:

- Inappropriate language
- Scary or upsetting themes
- Dangerous trends or challenges
- Misleading information
- Content created for older audiences
- Advertising or influencer content disguised as entertainment

Why should parents be aware?

Even if a child starts by watching harmless content, YouTube's algorithm may begin recommending increasingly mature or sensational videos to keep viewers engaged. Shorts are particularly difficult to monitor because children can view many videos very quickly.

Some children may also:

- Copy risky behaviours or trends
- Spend longer online than intended
- Encounter comments or livestreams from strangers
- Believe information that is inaccurate or exaggerated

Use YouTube Kids where possible

YouTube Kids offers a more child-friendly experience for younger children, although adult supervision is still recommended.



Turn on Restricted Mode

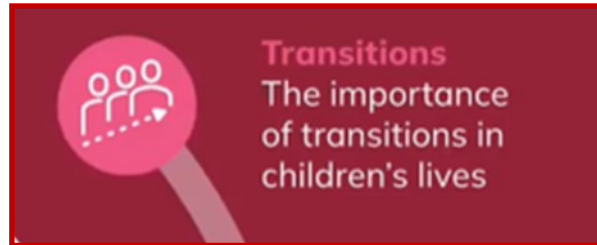
Restricted Mode can help limit mature content on YouTube. While it is not perfect, it can reduce the likelihood of children encountering inappropriate videos.

Talk about "recommended videos"

Explain that just because a video appears on their screen does not mean it is safe, true or suitable.

Nurture Principles

This half-term, we are focusing on **Transitions**.



As the school year draws to a close, we focus on transitions in children's lives and helping them to manage the next milestone in their lives. While transition is an exciting step, it can also lead to feelings of uncertainty, worry and questions.

Throughout the year, we work with children to acknowledge small transitions such as changing lessons, coming into school, having different adults - a visual timetable is one good tool to support children, who find change difficult, at home and at school. At this stage, we concentrate on the larger transitions of changing year groups (or schools for Year 6). We plan out extra transition activities for those children that find this a particularly anxious time.

At school and at home, we can all support our children in a number of ways:

- 1) Encourage open conversations with questions such as "What are you looking forward to next year?" "Is there anything you are worried about?"
- 2) Focus on the positives such as the new topics and greater independence.
- 3) Encourage small steps towards independence such as organising their own bag, preparing for the day ahead as this builds confidence for the new expectations.
- 4) Share your own experiences of change and how you managed emotions, showing that challenges can be overcome.

Transitions are an inevitable and valuable part of growing up. With the right support, children can develop resilience, confidence and a positive attitude towards change. By working together - home and school - we can ensure every child feels ready to take their next step.

Classes for September Looking Ahead To Next Year

<u>Year Group</u>	<u>Class</u>	<u>Teacher</u>
Reception–Butterbees Base	Bumblebees Base	Catherine Thomas
Reception–Butterbees Base	Butterflies Base	Katherine Pear
1	Beetles	Eloise Carey
1	Ladybirds	Annie Moldon
2	Caterpillars	Jason Goodall / Rachael Cox
2	Dragonflies	Hareeka Malhotra
3	Owls	Andrea Banks
3	Robins	Claire Lee
4	Kingfishers	Marie McAteer
4	Woodpeckers	Kate Beattie
5	Penguins	Ellie Townson
5	Puffins	Angelica Manuzon
6	Falcons	Hannah Neale
6	Hawks	Jo Phillips

In the coming weeks, teachers will be informing their classes as to which class they will be moving to next year.



Year 3 trip to Weald and Downland

Year 3 recently enjoyed an exciting trip to the Weald & Downland Living Museum, where they learned all about life in Tudor times. The children explored a variety of Tudor houses and discovered how homes were built using different materials many hundreds of years ago. They were particularly interested in the old farming equipment and carts, learning how people worked and transported goods before modern machinery.

During a hands-on workshop, the pupils explored Tudor clothing, finding out what materials were used and how clothes were layered. They also visited a Tudor kitchen and discovered how food was prepared and cooked without electricity or modern appliances.

The trip was a fantastic opportunity to bring their history learning to life. Year 3 showed great curiosity throughout the day!



RSHE Policy amendments consultation

We are consulting on the proposed updates to the RSHE policy. You may review the policy at the following link:

<https://www.westfield.surrey.sch.uk/page/?title=Policies&pid=75&action=saved>

Changes to Free School Meals (from September 2026)

We are writing to inform you about important national changes to Free School Meals (FSM) that will take effect from September 2026. These changes may affect your child's eligibility, either now or in the future.

What is changing?

From September 2026 all children in households receiving Universal Credit will be eligible for free school meals, regardless of income. This means many more families will be able to access free school meals.

End of current protections

At present, once a child qualifies for free school meals, they usually keep that entitlement even if family circumstances change, this is called Transitional Protection. This protection will continue until the end of the 2025/26 school year. From September 2026, eligibility will be based on your current circumstances. This means some children may gain or lose eligibility depending on changes to household income or benefits.

Important: You still need to apply!

Even if you receive Universal Credit free school meals are not automatically given. You must still apply through school. If you think your child may be eligible, we strongly encourage you to apply.

Why apply?

Registering for free school meals can :-

Provide free, nutritious lunches for your child.

Help the school access additional funding to support pupils.

Ensure you receive any related support you may be entitled to.

What should you do now?

If your child already receives free school meals you do not need to take action at this stage. We will contact you if anything changes.

If you think you may be eligible, please contact the school as soon as possible.

If your circumstances change, please notify the school at your earliest convenience.

These changes are designed to help more families access free school meals. We encourage all parents who may be eligible to apply and ensure they receive the support available. Please contact the school should you wish to discuss this confidentially.

The application form is here:

<https://www.westfield.surrey.sch.uk/page/?title=School+Meals+%2D+Chartwells&pid=42>

Who is Eligible for Free School Meals?

From the start of the 2026 to 2027 academic year, the FSM eligibility to all children from households in receipt of Universal Credit regardless of household earnings. Free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the following benefits:

- Universal Credit
 - support under Part VI of the Immigration and Asylum Act 1999
- A pupil is only eligible to receive a free school meal where both:

- a claim for this support has been made
- their eligibility has been verified by the school where they are enrolled or by the local authority

Households may also be entitled to a meal if they:

- are in receipt of income-related Employment and Support Allowance
- receive the guarantee element of Pension Credit
- meet criteria set out in separate guidance for [families with no recourse to public funds](#)

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.



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.

PLEASE
DONATE
BOTTLES
OF
WINE, ALCOHOL
or
SOFT DRINKS
FOR THE
TOMBOLA

PLEASE BRING DONATIONS INTO SCHOOL
ON
MONDAY
15 JUNE

THANK YOU!

OUR
SUMMER FAIR
THURSDAY 18 JUNE

PLEASE
DONATE
CHOCOLATE
and
SWEETS
FOR THE
TOMBOLA

PLEASE BRING DONATIONS INTO SCHOOL
ON
TUESDAY 9 JUNE

THANK YOU!

OUR
SUMMER FAIR
THURSDAY 18 JUNE

ORGANISED BY THE FRIENDS OF WESTFIELD PTA

SUMMER DISCO

JOIN US FOR A FUN FILLED
Summer Disco!

WEDNESDAY 8 JULY

AT
WOKING FC
IN THE CARDINAL ROOM

KS1 DISCO 4.30 - 5.30PM
KS2 DISCO 6 - 7PM

TICKETS AVAILABLE ONLINE
£5 EACH

YOUR TICKET INCLUDES:
✓ UNLIMITED SOUASH AND WATER
✓ A PACKET OF CRISPS

DON'T MISS IT!

DON'T FORGET TO BRING SOME EXTRA CHANGE FOR:
GLITTER TATTOOS CANDY FLOSS POCKET MONEY ITEMS

ORGANISED BY THE FRIENDS OF WESTFIELD PTA

THE FRIENDS OF WESTFIELD PTA
PRESENTS

SUMMER Fair

THURSDAY 18 JUNE

AFTERSCHOOL
2.30 - 4.30PM

CANDY FLOSS

ICE CREAMS!

CHOCOLATE TOMBOLA

BOTTLE TOMBOLA

POCKET MONEY STALL

FUN FOR ALL THE FAMILY!

GAMES!

COME ALONG AND JOIN THE FUN!

VOLUNTEERS NEEDED!
PLEASE SIGN UP TO HELP ONLINE.

SPRING UPDATE 2026



In April we had our second Garden Event and it was lovely to see many families taking part. On the day we discovered a deer 🦌 in the Garden so we relocated the event to not disturb him! We truly have a "Wild Garden."

Children chose seeds to sow in pots to take home and designed brilliant plant labels!



We've already had news of sunflower and dwarf beans starting to grow which is exciting.

Volunteers have been busy planting up raised containers and beds with tomatoes, chard, squash, carrots, raspberries, blackcurrants, loganberries and more. Now plenty of watering them to ensure a great harvest later in the year.

TINY TERRAPINS
SUMMER SWIM SCHOOL
(formerly Swimrays swim School)

SUMMER FAST TRACK
5 DAY INTENSIVE COURSES
VERY LIMITED SPACES!

- Monday 27th July - Friday 31st July
- Monday 3rd August - Friday 7th August
- Monday 10th August - Friday 14th August

✓ 30 minute lessons

£80.00 (small group)

£225.00 (121 private lessons)

£275.00 (221 private lessons)

Byfleet Primary School
Kings Head Lane
Byfleet

✉ Info@tinyterrapinsswimschool.com

☎ **07786 106768**

Woking Swimming Club Trials



NEW MEMBER TRIALS

For children born between **April 2017** and
December 2020 who are interested in competitive

*2020 born must be able to swim basic front crawl and backstroke.
2017 born must be able to swim good front crawl, backstroke and breaststroke.*



WHEN
Tuesday 9th June from 6.30pm

WHERE:
Pool in the Park, Woking

REQUEST A TIMESLOT
Or email Christine: wokingsc.newmembers@gmail.com

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	9th June	Mufti day with donations for the chocolate tombola
Thursday	11th June	Class photos and year 6 leavers photos
Friday	12th June	10am Bumblebees class assembly
Monday	15th June	Mufti day with donations for the bottle tombola
Wednesday	17th June	Year 2 trip to Brooklands Museum
Thursday	18th June	Summer Fair 2.30pm-4.15pm
Friday	19th June	10am Butterflies class assembly
Mon-Fri	22nd–26th June	Year 6 activities week
Thursday	25th June	9-11am Sports day for years Reception,1 & 2 NB: Reception sports day has moved to join years 1 & 2 on this day
Friday	26th June	10am Kingfishers class assembly
Monday	29th June	9-11am Sports day for years 5&6
Tuesday	30th June	Parents of children in Year 1 & 2 in September to meet new teachers in the hall 3.15-3.45pm
Tuesday	30th June	Move u day—all children spend the day in their new class
Wednesday	1st July	Parents of children in Year 3 & 4 in September to meet new teachers in the hall 3.15-3.45pm
Thursday	2nd July	9-11am Sports day for years 3&4
Thursday	2nd July	Year 6 summer production 2pm
Thursday	2nd July	Parents of children in Year 5 & 6 in September to meet new teachers in the hall 3.15-3.45pm
Friday	3rd July	10am Woodpeckers class assembly
Friday	3rd July	Year 6 summer production 2pm
Monday	6th July	Wellbeing week dress up day
Wednesday	8th July	Wellbeing afternoon
Thursday	16th July	Year 6 leavers BBQ 4-5.30pm. Children leave at 3.10pm and return at 4pm for the BBQ.
Friday	17th July	10.30am Year 6 leavers assembly
Friday	17th July	11.45am term ends for year 6
Friday	17th July	1.20pm term ends for years R-5