

Westfield Primary Head's Newsletter— July 2026



Contents

Message from	1
Mrs Hing	
Wellbeing	2
Online Safety	3
SEND	4
School Achievements	5
Westfield Heroes	6
Absence	7
	8
Notice	9
Dates	10

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Welcome to our July newsletter!

We can't quite believe this is the final edition of the year - it really has flown by. Time certainly moves fast when you're having fun and learning lots!

June at Westfield was another busy and exciting month. Some extra-curricular enrichment highlights included:

- Year 2's trip to Brooklands Museum
- Class assemblies from Kingfishers, Bumblebees and Butterflies
- Year 3's continuing visits to Mayford Grange retirement village
- Sports Day events
- Year 6's Science Week and their fantastic Science Fair
- An 'Engage' assembly focused on transition for Year 6
- Whole school geography field trip day
- A fun-filled Year 6 activities week, including an escape room, Quidditch, glow dodgeball, pizza making, swimming and much more

We also had a brilliant **Summer Fair** - a huge thank you to FOW (Friends of Westfield) for all their hard work in making it such an enjoyable event for everyone.

It has been lovely to welcome our new **Year R children** for their "stay and play" sessions. Our current Year R pupils were fantastic role models, helping them settle in and explore all the fun resources.

End-of-year reports will be sent home in the week beginning Monday 6th July. We hope you enjoy reading them and celebrating everything your child has achieved this year - we are incredibly proud of them all.

This term, we are saying goodbye to two valued members of staff (in addition to Miss Chaplin, who we said good bye to in last month's newsletter).

Mrs Sally Walker will be retiring after her dedicated work in the office - we thank her for everything she has done and wish her a very happy retirement.

We are also saying a heartfelt goodbye to **Mrs Dawn Maslin**. Dawn has been a hugely important part of Westfield for many years (19 in fact!) and has made a lasting impact on so many children, families and colleagues. Her care, dedication and presence in school will be greatly missed, and it really won't feel the same without her. Dawn is moving on to an exciting new career, and while we will miss her, we wish her every success and happiness in this next chapter.

To our **Year 6 pupils**, we wish you all the very best as you move on to secondary school. We know you will do brilliantly - don't forget to come back and let us know how you're getting on!



Wishing all of our families a happy, relaxing **summer break**. We look forward to welcoming you back in September!

Well-being and Mental Health at Westfield.

Wellbeing Week - 6th to 10th July

Next week we are celebrating our annual **Wellbeing Week**, running from **Monday 6th to Friday 10th July**. This special week focuses on promoting positive wellbeing across the school, using the '5 Ways to Wellbeing', guided by the 'CLANG' approach: to **CONNECT**, to **LEARN**, to be **ACTIVE**, to **NOTICE**, to **GIVE**

Launch Day - Monday 6th July

We kick off the week with an **optional dress-up (mufti) day!**

This year's theme is: **Wear Your Favourite Colour**

Children can wear one item or go head-to-toe in their chosen colour. Please ensure all clothing and footwear remain suitable for a busy day in school.

Poster Competition

Throughout the week, pupils can take part in a **poster design competition** to promote the *5 Ways to Wellbeing* using the **CLANG** acronym.

- This activity can be completed **in school or at home or both**
- Winning designs may be displayed around the school!

Whole School Picnic - Wednesday 8th July

Following pupil suggestions in our Suggestion Boxes, we will hold a **whole school picnic lunch** on Wednesday.

- Lunch timings will run as normal
- Clubs will continue as usual
- **School dinners:** children who usually have a school dinner will receive a picnic lunch (children have already made their sandwich filling choice!)
- **Packed lunches:** children who have a packed lunch should bring their lunch as usual

Don't forget our **Wellbeing Wednesday** event, which is also taking place this week on Wednesday 8th July in the afternoon!

We're looking forward to a fun and meaningful week, celebrating wellbeing together!

We hoped you enjoyed last month's Happiness Calendar. This month's calendar has the theme of 'bouncing back' and building resilience and is called, **Jump back up July**. You can find the calendar by following the link [HERE](#).



The New Under-16 Social Media Ban

You may have seen recent news that the UK Government has announced plans to ban children under the age of 16 from accessing social media platforms from Spring 2027. The proposed legislation aims to help protect young people from harmful online content, cyberbullying and addictive features found on some platforms. It is expected to be introduced to Parliament later this year.



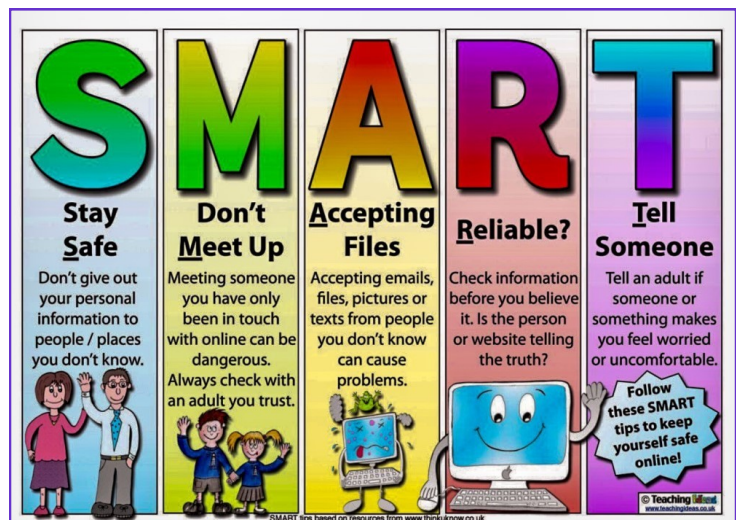
While the new rules are still some time away, there are important steps families can take now:

- **Know the age ratings** - Most popular social media platforms already have a minimum age of 13.
- **Talk regularly** - Ask your child what they enjoy doing online and who they interact with.
- **Use parental controls** - Many devices and apps include tools to manage screen time and privacy settings.
- **Delay social media where possible** - If your child doesn't yet have social media, consider whether they are ready. Many families are choosing to wait until secondary school or later.
- **Lead by example** - Children learn healthy digital habits from the adults around them.

The most effective online safety strategy is not just technology—it is regular, open conversations. Creating an environment where children feel comfortable talking about their online experiences means they are far more likely to seek help if something worries them.

Useful websites for parents:

- Thinkuknow
- Internet Matters
- NSPCC Online Safety



Message from Surrey County Council regarding SEND

From 1 June 2026, the SEND Service has introduced a new way of working designed to make communication clearer, more consistent and more reliable for schools, education settings, families, and professionals.

Each child or young person will continue to have a named EHCP Coordination Officer (ECO), who will remain the key point of relationship and oversight. However, instead of relying on individual email inboxes, all enquiries will be received and managed through dedicated area SEND inboxes. This is for both families and school staff.

Surrey County Council (SCC) recognise that changes to familiar ways of working can feel unsettling, particularly for families who value having a direct and personal contact. During the early stages of implementation, there may be some uncertainty or adjustment, and SCC appreciate the patience and understanding of schools, families, and partners as everyone becomes used to the new approach.

This change has been carefully considered in response to feedback from families, schools and settings, which highlighted that communication can sometimes be delayed when it depends on an individual's availability. The new shared inbox model introduces a more joined-up, team-based approach, enabling EHCP Coordination Officers, EHCP Coordination Managers and Area SEND Managers to view, track and respond to messages more efficiently.

Once fully embedded, SCC expect this approach to:

Support more timely and reliable responses

Reduce the risk of missed or delayed communication

Provide greater consistency for children and young people with SEND and their families

Strengthen collaboration across teams

Information webpage (<https://www.surreycc.gov.uk/community/news/categories/families-and-young-people/changes-to-send-service-contact-information>) with FAQs regarding these changes.

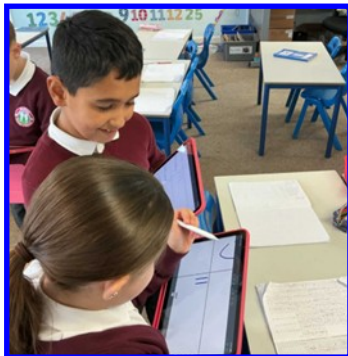
School Achievements

We are very proud to celebrate two fantastic achievements at Westfield Primary School this term: achieving the AI in Education Explorer Certification and receiving the prestigious National Nurturing Schools Award.

The AI in Education Certification recognises the school's commitment to exploring innovative technology in a safe, thoughtful and responsible way. Staff have worked hard to develop their understanding of artificial intelligence and how it can support teaching, learning and staff workload, while always keeping safeguarding, ethics and children's wellbeing at the centre of decision-making.

Alongside this, Westfield has also been recognised as a nurturing school through the National Nurturing Schools Award. This award celebrates schools that have successfully embedded a whole-school nurturing culture, placing relationships, wellbeing and emotional development at the heart of school life.

These achievements reflect the dedication of our staff, the support of our families and governors, and the wonderful attitudes of our pupils. At Westfield, we are proud to create an environment where children feel safe, valued and inspired to succeed, both academically and personally.



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!

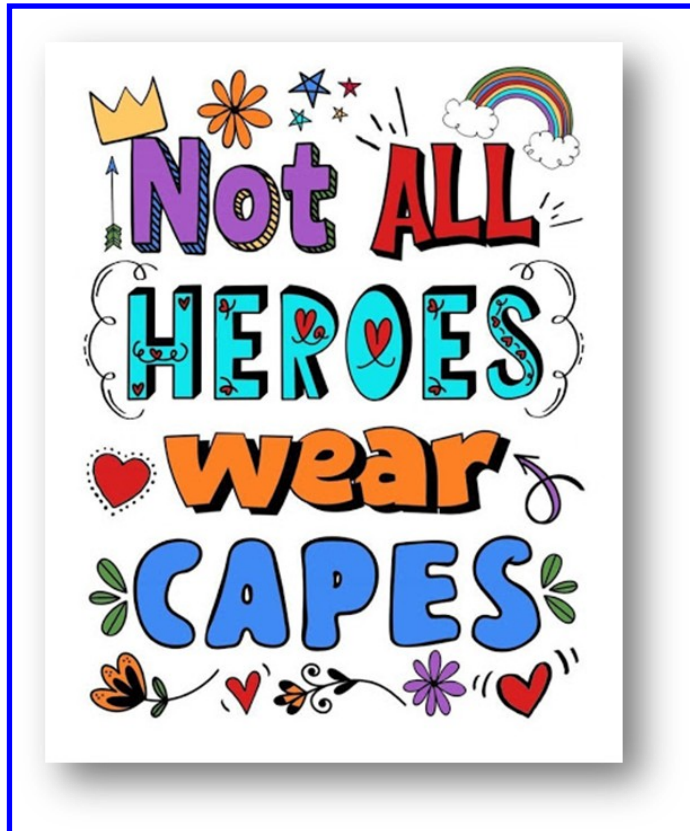
Anyone in our school community can be a Westfield Hero:

- 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.



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- ✓ Fun, friendly & expert instructors
- ✓ Small groups for maximum progress

CHOOSE YOUR WEEK!

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



30 MINUTE LESSONS
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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	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	9th July	9-11am Sports day for years Reception, 1 & 2
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

