

Westfield Primary Head's Newsletter— September 2026



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Dear Parents and Carers,

A very warm welcome back to Westfield Primary School as we begin another exciting school year. I hope you have all enjoyed a restful and happy summer break and are ready for the opportunities and adventures that lie ahead.

I would like to extend a particularly special welcome to our new Reception children and to all the families and pupils who are joining Westfield for the first time. We are delighted that you are now part of our school community and look forward to getting to know you. Starting at a new school is an exciting milestone, and we will do everything we can to ensure that every child feels happy, safe and valued from the very beginning.

As we start the new term, I encourage families to take some time to talk together about **respect**, one of our PRIDE values and an important British Value known as **Mutual Respect**. At Westfield, we believe that everyone has the right to feel respected, listened to and included. Respect means recognising that we are all unique and appreciating the different experiences, cultures, beliefs and perspectives that make our community so special.

A strong sense of belonging is at the heart of life at Westfield. We want every child and family to feel proud to be part of our school. One way we can help create this positive environment is by listening carefully to one another, showing kindness and understanding, and respecting each other's boundaries. These important life skills help children develop strong relationships, resolve disagreements positively and contribute to a supportive and caring community.

Our PRIDE values of **Positivity, Respect, independence, Diversity and Excellence** guide us in everything we do. By working together and modelling these values every day, we can ensure that Westfield remains a place where everyone feels welcomed, supported and able to achieve their very best.

Thank you for your partnership and support. I am looking forward to seeing our children grow in confidence, develop new friendships and embrace new learning opportunities throughout the year ahead.

Here's to another wonderful Westfield year!



Well-being and Mental Health at Westfield.

It is wonderful to celebrate the positive impact that wellbeing can have across our whole school community. Last term we held our annual Wellbeing Week (having moved it from the spring term to its new home in the summer term) and it was a fantastic success, with lots of opportunities to learn, share and have fun together while exploring the importance of positive mental health. As usual, our Wellbeing Week focused on the **5 Ways to Wellbeing**, using the acronym

CLANG:

- **Connect**
- **Learn**
- **Active**
- **Notice**
- **Give**

Throughout the week, children took part in a wide range of exciting activities designed to help them understand and practise these important wellbeing habits in their everyday lives. The week began with our colourful **Dress Up Day**, where pupils came to school wearing their favourite colours. The vibrant display across the school helped to promote individuality, self-expression and a sense of belonging. Children also enjoyed participating in **class buddy activities**, strengthening friendships and encouraging pupils of different ages to connect, support and learn from one another. These experiences reinforced the importance of kindness, teamwork and positive relationships.

Another memorable event was our whole-school **Picnic Lunch**. This idea came directly from one of our pupils through the school's suggestion box. This helps our children see that their ideas really can make a difference within our school community. While the hot weather meant we had to retreat inside for our picnic, it was still lots of fun!

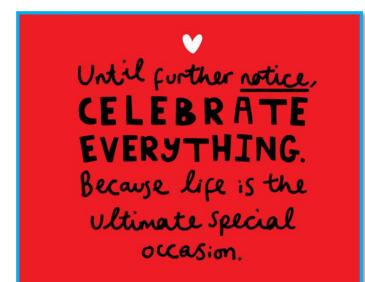
We also asked the children to design their own poster to help promote the 5 ways to wellbeing. We had lots of high-quality entries for our **Wellbeing Poster Competition**, which made it very difficult to pick our winners! Every entry received a certificate and our 2 winners (KS1 & KS2 winners) will have their posters displayed in every classroom and around school. Huge congratulations to Lily and Isra - our very worthy winners!

Alongside these events, children also took part in many other fun and engaging activities linked to the CLANG principles, helping them explore practical ways to support their wellbeing every day.

Remember: Small actions every day can make a big difference to our wellbeing. Keep Connecting, Learning, being Active, Noticing and Giving!

We like to share the Action for Happiness calendars each month and the September one can be found [HERE](#). The theme for September is **Self Care September**. Remember, self-care isn't selfish, it's essential.

Today is a perfect
day to be proud of all
the progress you
have made



Well-being Support from Coram Life:

At Westfield we use Coram Life to deliver our annual Life Bus workshops and we follow their PHSE (our Learning for Life) curriculum guidance.

Coram Life have worked with 'Nip it in the Bud' to produce mental wellbeing films for families. By following the link [HERE](#) you will have access to 17 short films which offer support on a range of topics, for example:

- ♦ What should you do if your child is rude or their behaviour is challenging?
- ♦ What should you do if your child is refusing to do something you asked?
- ♦ What should you do if your child is having an outburst or a tantrum?
- ♦ How can you set up effective routines for your family?
- ♦ What is emotional regulation?
- ♦ What kind of support is available to you as a parent?
- ♦ How do you deal with an anxious child?

And there are many more. Each video is short and to the point, around a minute, or just over, long, so easy to fit into a busy lifestyle.

Here is the link again: [Mental wellbeing films for families.](#)



Online Safety - Gaming After School

As children settle back into school routines, many enjoy unwinding by playing online games with friends. Gaming can be a fantastic way to relax, develop problem-solving skills and socialise, but it's important to help children build healthy habits.

Here are a few simple tips to help keep gaming safe and enjoyable:

Check the game

Before downloading a new game, take a look at its PEGI age rating and consider whether the content is suitable for your child. Remember, age ratings relate to the game's content rather than its difficulty.

Know who they're talking to

Many popular games include voice and text chat. Encourage your child to play with people they know in real life and remind them never to share personal information with other players.

Create healthy routines

Agree clear limits for gaming on school nights and make sure there is plenty of time for homework, outdoor play, reading and family activities. Taking regular breaks also helps to prevent tiredness and frustration.

Use safety settings

Take a few minutes to explore the parental controls available on your child's games console or device. These can help manage screen time, control spending and restrict communication with strangers.

Keep talking

The best way to keep children safe online is through regular conversations. Ask them what they're playing, who they're playing with and what they enjoy most. Showing an interest in their gaming world helps children feel comfortable coming to you if something ever worries them.

Parent Reminder: If your child ever experiences unkind behaviour or inappropriate content while gaming, encourage them to block the user, report the behaviour and speak to a trusted adult.

Useful Websites

- Internet Matters
 - Childnet
 - Thinkuknow
- National College Parent Guides



New reporting system to Parents

In September, we will be changing many of our systems in school so that they will be digital. We shall be using a program called IRIS to do this.

What this means for parents and carers is that you will no longer receive paper copies of the following:

- Accident forms
- Medical forms
- Positive Behaviour Plans

These will now be sent to parents and carers on email which will be the main parent/carer email address that we have for your child.

You will still receive phone calls, as you would now for head bumps, significant injuries and illnesses as it is only the way in which the form that is sent to you that has changed.

Children in Need

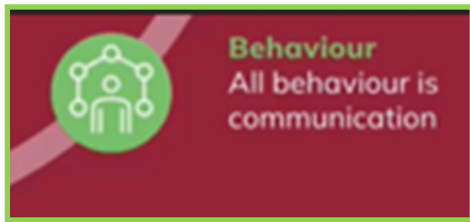
On **Friday 13th November**, we invite all children to come to school dressed to "**Show Your Spots**" by wearing spotty clothing or accessories.

There is no set donation amount, but if you would like to support this fantastic cause donations can be made on line via scopay. All monies raised will go to BBC Children in Need.

Thank you for helping us raise money to support children and young people across the UK while having some spotty fun.



Nurture Principles



This principle is very important all year but especially so at the start of a new school year when there is a lot of 'new' for children to get used to.

It is important for us all to remember that the behaviour of ourselves and others indicates how we are feeling. It is important to reflect on the behaviour of children and encourage them to reflect on their own behaviour too and what might help them to manage these behaviours.

Look for any behaviour that is not usual for your child. Some behaviours to look for are:

- Being withdrawn
- Quick to anger
- Being tearful
- Increased anxiety

At home and at school, adults can have conversations with children to work together to find what helps them the best. Each child is unique and what helps one person, may not help another.

- Why are they behaving in this way?
- What are they trying to tell us?
- What can we do to help them?



Sports Day report

We have had a great few Sports days in the Summer term. All the children showed great resilience, determination and sportsmanship within their classes and house teams. It was lovely to see so many relatives and friends come together to support the children and cheer them on.

Well done Sports Crew!

A special thanks to the sports crew who were fantastic during Sport Day! Teachers were impressed by their resourcefulness, perseverance and support that ensured Sports Day was a success for every year group!

Sports Day Results

The winning house in KS1:

Dragon house



The winning house in KS2:

Phoenix house



Whole school winners:

Pegasus house





Below are the dates for 2027-2028. You will note that there is a two-week half term in October 2027.

We are aware that many parents take their children on holiday during term time as it is cheaper. By allocating a two-week half term in October we ask that parents use this time to go on holiday, as there will be no fines applied to these 2 weeks.

If you take your children out of school at other times in the year, then the usual fines from Surrey County Council will apply.

Academy Term Dates: September 2027 to July 2028

Autumn Term 2027

Inset Days	Monday 1 st November
Pupils return	Wednesday 1 st September 2027 at the normal time
Half term 2 weeks	Monday 18th October to Friday 29th October 2027
Pupils return	Tuesday 2 nd November 2027 at the normal time
Term ends	Friday 17 th December 2027 at 1.20pm

Spring Term 2028

Inset Day	Tuesday 4 th January & Friday 31 st March 2028
Pupils return	Wednesday 5 th January 2028 at the normal time
Half term week	Monday 14 th to Friday 18 th February 2028
Pupils return	Monday 21 st February 2028 at the normal time
Term ends	Thursday 30 th March 2028 at 1.20pm

Summer Term 2028

Inset Day	Thursday 20 th & Friday 21 st July 2028
Pupils return	Tuesday 18 th April 2028 at the normal time
Half term	Monday 29 th May to Friday 2 nd June 2028
Pupils return	Monday 5 th June 2028 at the normal time
-Term ends	Wednesday 19 th July 2028 at 11.45am for year 6 Wednesday 19 th July 2028 at 1.20pm for years R-5

May Day Bank holiday this year Monday 1st May 2028.

Please note that the INSET dates may be liable to change.

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.



Communication

Please take time to read our **communication policy on our website**

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

At Westfield, we have our very own Instagram account! Please do check it regularly as you can find even more of the exciting activities and events we have been up to!

Our Instagram address is: https://www.instagram.com/westfieldprimaryschool?igsh=MXV1YTFIc2hnNDU1YQ%3D%3D&utm_source=qr

If you would like to contact your child's class teacher, please use the class email addresses below:

bumblebeesclass@westfield.surrey.sch.uk
butterfliesclass@westfield.surrey.sch.uk
beetlesclass@westfield.surrey.sch.uk
ladybirdsclass@westfield.surrey.sch.uk
caterpillarsclass@westfield.surrey.sch.uk
dragonfliesclass@westfield.surrey.sch.uk
robinsclass@westfield.surrey.sch.uk
owlsclass@westfield.surrey.sch.uk
kingfishersclass@westfield.surrey.sch.uk
woodpeckersclass@westfield.surrey.sch.uk
penguinsclass@westfield.surrey.sch.uk
puffinsclass@westfield.surrey.sch.uk
falconsclass@westfield.surrey.sch.uk
hawksclass@westfield.surrey.sch.uk

Recognising staff

Do you want to pass on a positive message to any of our Westfield staff? If so please follow this link and it will be shared with them.

[Click](#) for the Westfield Hero form

SEND Service Communication update

From June 2026, Surrey's SEND Service has introduced a new way of working, shaped by feedback from families and schools. These changes aim to make communication clearer, more consistent and easier to navigate. We understand that changes like this can sometimes feel unsettling. The SEND service's aim is to make it easier for everyone to know who to contact, feel confident they will receive a response, and experience more consistent support.

What is changing

Your messages will be received through a shared SEND inbox for your area.

Enquiries are actively monitored, reviewed and directed to the appropriate member of the team.

You will receive a response even if your named officer is unavailable.

This approach has been introduced following feedback from families and schools. It is designed to reduce delays, ensure that no messages are overlooked, and improve support.

Your EHCP Coordination Officer

Your child will still have a named EHCP Coordination Officer (ECO), who oversees and coordinates their EHCP.

Your child's EHCP Coordination Officer (ECO) for **Westfield Primary School** is:

Sarah Gresty, and their EHCP Coordination Manager is Vasantha Kadigama.

They remain an important point of contact and will continue to support your child's plan.

How to contact the SEND service

You can contact the SEND Service using your local area inbox:

For families and young people:

sesend@surreycc.gov.uk

For professionals:

sesendprofessionals@surreycc.gov.uk

What this means for you

Your child will still have a named ECO.

Communication will be more consistent and shared across the team.

You will not need to wait for a response if an individual officer is unavailable.

Your enquiry will always be picked up and responded to by the SEND team.

If you have any questions or need further support, please contact the SEND service using your area inbox. You can also find more information, including FAQs, here:- [Changes to SEND service contact process - Surrey County Council](#)

Please see the map below that includes which District and Borough councils fall into each area.

Surrey Quadrants



Friends of Westfield:

You can purchase 2nd hand uniform through the FOW using the link below:

<https://www.pta-events.co.uk/fowp/index.cfm?event=products>

Their Facebook page is:

<https://www.facebook.com/FOWPrimarySchoolWoking>

Their School lottery page is:

<https://www.yourschoollottery.co.uk/lottery/school/westfield-primary-school>

FRIENDS OF WESTFIELD PTA

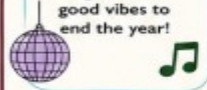
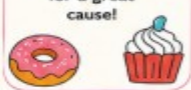
2025-2026 ROUNDUP

What a fantastic year!
Thanks to **YOUR** support, we've had an amazing time raising funds for our school.
Here's a look at what we've been up to...

A huge thank you to all our volunteers, parents, carers and supporters!

TOGETHER,
WE'VE RAISED
£10,000
THIS YEAR!

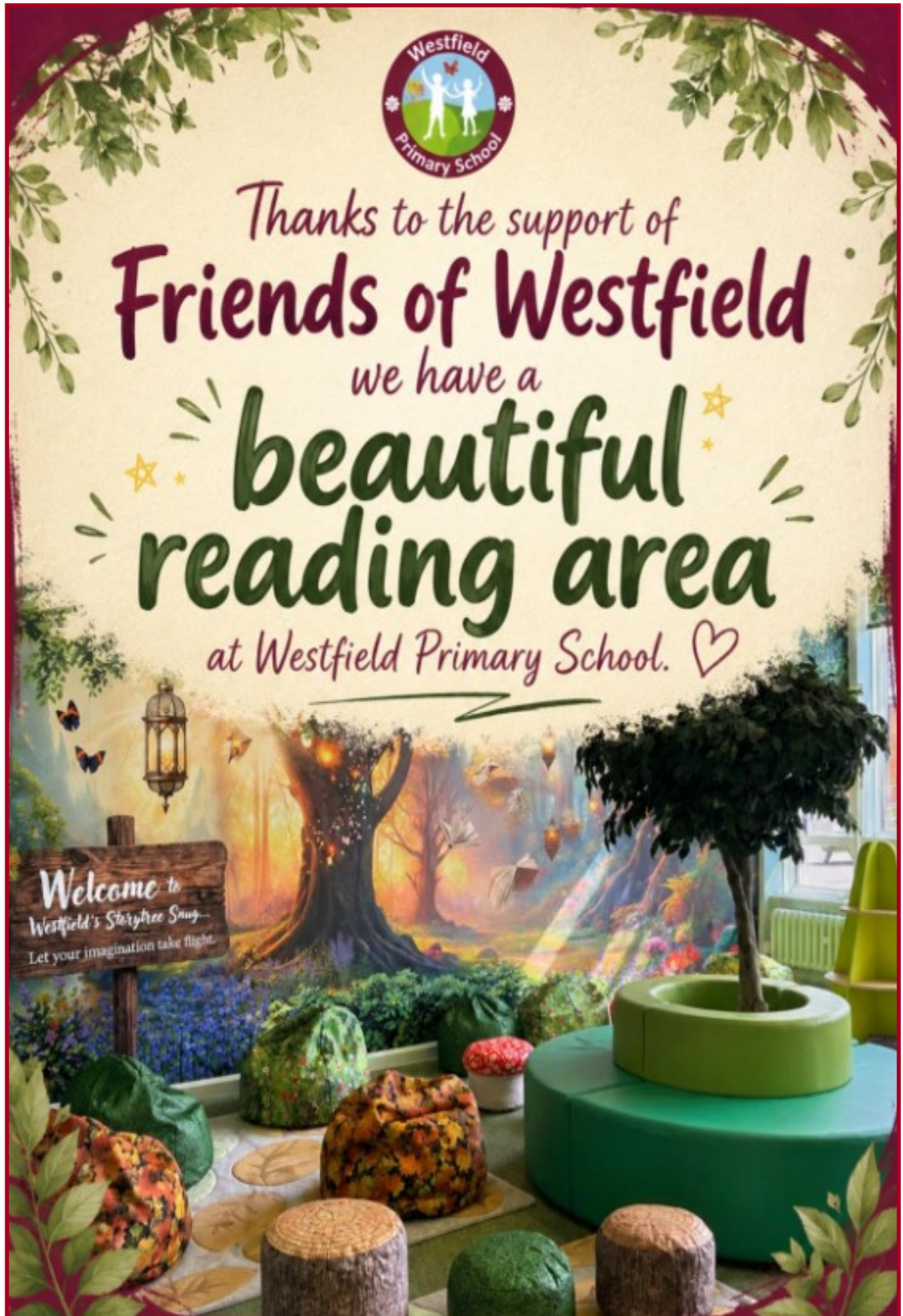
♥ FUN EVENTS WE'VE RUN ♥

SANTA'S GROTTO Magical memories for our little Westfield stars! 	CHRISTMAS FAIR Festive fun, games, stalls and treats for everyone! 	HALLOWEEN DISCO Spooky tunes, dancing and glow stick fun! 	WONKA BARS Golden tickets, sweet treats and happy smiles! 	SUMMER FAIR Games, stalls, tasty treats and sunshine fun! 
SUMMER DISCO Dancing, disco lights and good vibes to end the year! 	EASTER EGG TOMBOLA Hundreds of eggs donated and lots of lucky winners! 	PARENT SOCIALS Great company, good chats and well-deserved fun! 	ICE CREAM FRIDAYS A cool treat to brighten up the week! 	DONUT & CAKE SALES Sweet treats for a great cause! 
CHRISTMAS AUCTION Amazing prizes and festive bidding fun! 	SUMMER AUCTION Fabulous prizes and sunshine vibes! 	SCHOOL LOTTERY Play for a chance to win and support our school! 	PRE-LOVED UNIFORM Quality uniform, pre-loved and ready for a new home! 	HAPPY BAGS CLOTHING COLLECTIONS Thank you for donating – every bag makes a difference! 

♥ HOW WE'VE SPENT YOUR SUPPORT ♥

CHRISTMAS PANTO A fantastic show for all year groups! 	READING BOOKS New books to inspire and excite young readers! 	STORYTELLING SNUG A cosy new space to enjoy stories together. 	OUTDOOR FLOOR GYM REPAIRS Keeping our playground safe and fun! 	WILD GARDEN EQUIPMENT Supporting outdoor learning and nature play! 	WHOLE SCHOOL ROAD SAFETY SHOW Important safety learning for every pupil! 	CLASS CHRISTMAS GIFTS A little thank you for our amazing children! 
SCHOOL BANNER FOR (YOUNG VOICES) Proudly representing our school! 	ICE LOLLIES ON SPORTS DAY & DURING THE HEATWAVE A cool treat for all children! 	YEAR 5 PARLIAMENT TRIP Fully funded for all Year 5 pupils! 	YEAR 6 LEAVERS' GIFT A special gift to celebrate their time at Westfield Primary. 	WELCOME BOOKS FOR RECEPTION A special book to welcome our youngest learners! 	★ TOGETHER WE MAKE A DIFFERENCE! ★ We couldn't do it without our incredible school community. Thank you for being part of Friends of Westfield PTA!	

THANK YOU FOR AN AMAZING YEAR! ♥



Pride Tea Party

On 14th July we celebrated our annual Pride Tea Party at Westfield. Westfield Primary School has Pride values which are Positivity, Respect, Independence, Diversity and Excellence.

A child from every class was nominated by their class teacher for demonstrating these values throughout the year, and all chose a friend to attend the tea party with them.

The children enjoyed the afternoon event, attended by the Mayor of Woking - Counsellor Rob Leach, celebrating with an afternoon tea including strawberries, crisps and cakes!

Well done to all the children for an amazing achievement!



Uniform and Sun Safety

At Westfield Primary School, we are committed to promoting the health, wellbeing and safety of all pupils. As part of our sun safety approach during the summer term/ Autumn first half term, we encourage all children to bring a **named sun hat or cap to school every day**.

Children should:

- Bring a clearly **named hat** in their school bag each day during the summer term.
 - Wear their hat during outdoor playtimes, lunchtimes, sporting activities and other outdoor learning opportunities where appropriate.
- Keep their hat in school or in their bag so that it is readily available throughout the day.

Parents are also encouraged to:

- Apply sunscreen before children arrive at school on sunny days.
- Ensure hats are clearly labelled with their child's name.

Support children in developing positive sun-safe habits and taking responsibility for their personal belongings.

While children will continue to have access to outdoor play, when the weather permits, regardless of whether they have a hat, the school will actively promote hat-wearing as part of its commitment to encouraging safe and healthy behaviours. Staff will remind and encourage pupils to wear their hats when spending extended periods outdoors during warmer weather.

By working together, we can help children develop lifelong sun safety habits whilst continuing to enjoy outdoor learning and play.

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 DON'T
✓ Use the REAR carpark only	park on Bonsey Lane or Hoebrook close as this causes problems with traffic flow and overall safety. 
✓ Park in designated bays	  as it damages the grass.
✓ BE AWARE parking enforcements are in place and you may be ticketed.	... park in front of driveways or the kitchen gates, or stop on any zigzag lines.
✓ Be considerate when parking and using the car park	  
✓ Model the polite behaviour you would want your child to see and hear.	Use aggressive language  

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*

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 starts at 8:30am, when the gates open. The children walk into school, being met and greeted on the playground by familiar school adults and then go straight into their classes to begin their learning. 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 8.30am to enable the children to go straight into the classrooms. Older children who walk to school by themselves should not arrive any earlier than 8.30am 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 every day 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. They must be in the original packaging showing your child's name on the label. Do not leave them with your child. The staff in the office can 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 TERMLY.

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.

THANK YOU FOR YOUR COOPERATION ON THESE MATTERS. At the start of the new academic year a little time is always needed to adjust to systems and routines and we are grateful for your understanding.

Confirmation of year group names

You may see the following in newsletters or letters sent home:

Early Years is Reception

Infants includes Reception, 1 & 2

KS1 includes 1 & 2

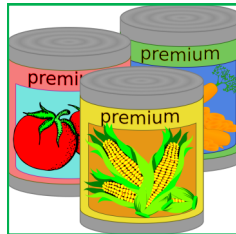
Juniors and KS2 includes Years 3,4,5 & 6

Food Bank Support

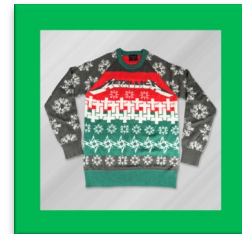
We like to support our local community and so all donations of food will go to the South Woking Community Food Bank. The Food Bank provides basic food and essentials to people in South Woking. We have a contribution box in the school reception area which is emptied regularly and all contributions of (in date) tinned and dry food items are gratefully received.

As previously mentioned, please send donations for the Harvest Celebration Assembly on October 16th in plastic bags so that we can share these too.

Please send donations in between 12th — 15th October.



Christmas Jumper Days



We will be holding our Christmas jumper days on the following dress down Fridays; **27th November & 4th, 11th & 18th December.**

The children may also wear a Christmas Jumper (or Christmas coloured e.g. red or green) over their uniform on **Thursday 17th December**, this is their Christmas meal day.

This is not compulsory and just for fun to celebrate Christmas.

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 hall	Karate Scott Rayner Private provider	3.10-4.15pm	Year 1-6	7.9.26	12.10.26
Tuesday	Dance club Miss Townson	8-8.30am	Years 3-6	15.9.26 NOT ON 13.10	15.12.26
Tuesday—meet in Falcons class	Netball club Miss Neale	3.10-4.15pm	Years 5-6	8.9.26 NOT ON 13.10	15.12.26
Tuesday outside	Football PLL Group Private Provider	3.10-4.15pm	Years 3-6	8.9.26 NOT ON 13.10	15.12.26
Tuesday Hawks class	Board games Mrs Phillips	12.45-1.15pm	Years 3-6	15.9.26	1.12.26
Tuesday Dragonflies class	Bollywood/ Bhangra dance - Miss Malholtra	3.10-3.40pm	Year 1 -3	15.9.26 NOT ON 13.10	15.12.26
Wednesday Robins class	Year 5 Peer Mediation Mrs Lee	12.40-1.10pm	Year 5	16.9.26 NOT ON 14.10 NOT ON 11.11	2.12.26
Wednesdays Woodpeckers class	Miss Beattie Lego club	8-8.30am	Years 3-6	16.9.26	9.12.26
Wednesdays Da Vinci'S Den	Art Club Mrs McAteer	8-8.30am	Years 2-6	16.9.26	25.11.26
Wednesday In Gym	Boogie pumps Private Provider	3.10-4pm	Years 1-3	16.9.26 NOT ON 25.11	2.12.26
Wednesday outside	Football PLL Group Private Provider	3.10-4.15pm	Years 1-2	9.9.26 NOT ON 25.11	16.12.26
Wednesday outside	Girls Football Ultimate Coaching Private Provider	3.10-4.15pm	Years 3-6	9.9.26 NOT ON 25.11	16.12.26
Thursdays Owls class	TT Rockstars Mrs Banks	12.30-12.50pm	Years 3-4	17.9.26 NOT ON 15.10	10.1.2.26
Thursdays Caterpillars class	Choir Mr Goodall/Mrs Carey	3.10-4pm	Years 3-6	17.9.26 NOT ON 15.10 NOT ON 12.11	10.12.26
Thursdays	Spanish club Private Provider	3.05-4.15pm	Years R-6	10.9.26 NOT ON 15.10 NOT ON 12.11	10.12.26

Application for leave of absence/exceptional circumstances

If you consider that there are exceptional circumstances relating to your request, please let the school have full details. Each application for a leave of absence will be considered on a case by case basis.

Penalty Notices to Address Poor Attendance at School

A Penalty Notice may be issued as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school (absence without the agreement of the school or not covered by a medical note) and will be used by Surrey County Council in the following circumstances :-

1. Pupils identified by police and Attendance Advice Officers (formerly Inclusion Officers) engaged on Truancy Patrols and who have incurred unauthorised absences.
2. Leave of absence in term time (5 days or 10 sessions or more).

Please be aware that The School Attendance (Pupil Registration) (England) Regulations 2024 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

They may request that Surrey County Council issue Penalty Notices when the absence is not authorised.

Warnings will not be given where it can be shown that parents have been notified that such absences will not be authorised.

3. Finally, the issuing of a Penalty Notice will also be considered where it is judged that a parent is failing to ensure their child's regular school attendance.

This will be considered when a pupil has incurred 10 or more unauthorised sessions in the previous 10 school weeks, which may include a pupil arriving late after close of registration.

If you believe at any stage that your child's absence from school may leave you liable to receive a Penalty Notice, it is extremely important that you act without delay to secure their regular attendance.

If you have any questions or require further support to achieve an improvement in your child's attendance, please contact your child's school or the Attendance Advice Officer.

Penalty Notice relating to Exclusions

If a child is excluded from school, Section 103 of the Education and Inspections Act 2006 places a duty on parents/carers to ensure that their child is not in a public place without justifiable cause during school hours.

This duty applies to the **first five days of each exclusion**. Failure to do so will render the parent/carer liable to a Penalty Notice. (Alternative education provision will be made available from the sixth day of any exclusion.)

Amount Payable for a Penalty Notice and Consequences for repeat unauthorised absences

1. If you have not incurred a penalty notice relating to this child/children [in a rolling 3 year period](#) since 19 August 2024, then the penalty notice will be charged at the rate of £160.00, **per parent/carer per child**, if paid within 28 days. This will be reduced to £80.00 if paid within 21 days of receipt of the notice. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.

2. If you have incurred a penalty notice relating to this child/children since 19 August 2024, the rolling 3 year period will be activated from the date of the first penalty notice and the second penalty notice will be charged at the flat rate of £160.00, **per parent/carer per child**, if paid within 28 days. There will be no reduction for payment within 21 days. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.

3. If you have incurred 2 penalty notices relating to this child/children in the rolling 3 year period since the first penalty notice was issued, then you will NOT receive a third penalty notice - Surrey County Council will have no option but to consider a prosecution, **per parent/carer per child**, in the Magistrates Court under s 444 Education Act 1996.

Surrey County Council is not responsible for authorising pupil absence and therefore cannot withdraw any Penalty Notice requests without the written permission of the Headteacher.

Advice and support is available from an Attendance Advice Officer by contacting Surrey Attendance Service as follows :-

North West	-	Tel: 01483 518130	South West	-	Tel: 01483 517874
North East	-	Tel: 01372 833588	South East	-	Tel: 01737 737777

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.



Connect before you Collect!

Parents/Carers - Years 3-6



This starts Monday 14th September
2.45pm to 3.05pm

1 adult only per child due to capacity



♥ KEY STAGE 2 ONLY - Years 3 - 6 ♥
♥ We look forward to welcoming you! ♥

♥ SUPPORT YOUR CHILD'S WELLBEING

Take a few moments out of your afternoon to connect, relax and take part in weekly well-being activities alongside your child.



☀ WHY JOIN?

- Positive mental well-being
- Build resilience
- Meaningful conversations
- Strengthen home-school links
- Quality time with your child



✓ WHAT TO DO

- Gates open at 2:45pm and close shortly after parents who are there pass through, sorry no admission through the side or main school after the gate is closed.
- Enter through the hall side door
- Sign in before going to your child's classroom
- Enjoy joining in their weekly well-being activity together
- Leave the classroom promptly at 3:05pm
- Wait on the playground for collection

Due to capacity and safety, no younger siblings can attend.

Small mindful moments can make a BIG difference.



STAY & READ

Parents and Carers of Years 1 & 2

You are warmly invited to join your child for our Stay & Read sessions.



STARTS
14th
SEPTEMBER



TIME:
8:30am to 9:00am

 **Every Monday** – The school gate will close at 8:45am.
Unfortunately, there will be **NO ENTRY** to Stay & Read after this time.

 **We only have capacity for 1 adult per child and are not able to accommodate younger siblings.**

WHAT TO DO

- ✓ Walk into school with your child through the school gate.
- ✓ Sign in at your child's classroom.
- ✓ Stay and enjoy reading together until 9:00am.

WHY JOIN?

-  Build reading confidence
-  Develop fluency and vocabulary
-  Foster a lifelong love of reading
-  Strengthen the bond between home and school

≡ YEARS 1 & 2 ONLY ≡

We look forward to welcoming you!

Reading together makes a difference!

You are invited to our **RECEPTION**★ Stay and Play

Come along and join in the fun!

A chance for you and your child to explore our Reception classroom, take part in fun activities and meet the Reception team.



Monday

Starting from
Monday 28th September



8:30am – 9:00am



**Reception
Classroom**



Parents/carers must accompany their child into the classroom in order to attend.

Thank you for your support.



For the health and safety of all our children,
**no siblings are allowed to attend these
Stay and Play sessions.**

Thank you for your support.



We look forward to seeing you!

Previous attachment

Refresh Café

Connecting with the community

After school families drop in café.
Hot chocolate, milkshakes,
squash, tea and coffee.
Table tennis, pool, craft,
board games, outdoor
and other activities.

FREE, All welcome

St Mark's church
Bonsey Lane
Tuesdays 3.15-4pm
Restarts 8 September



Parish of
St Peter Woking
St Peter's - St Mark's - All Souls'

www.stpeterwoking.org
01483 755852
admin@stpeterwoking.org

Categories

Flowers

1. Arrangement of garden flowers
2. Jam jar posy (children)

Home baking

7. Preserves (Jam, chutney, etc)
8. Cake (adults)
9. Cake (children under 12)

Fruit and veg

3. 3 fruit (any kind)
4. 3 veg (any kind)
5. Largest pumpkin or squash
6. Wonkiest fruit or vegetable

Visuals

10. Photograph from Sutton Green
11. Artwork of natural world (adults)
12. Artwork of natural world (under 12s)

Show off your hard work in the garden and home at this fun Harvest Show for the people of Sutton Green and the wider area or just come and look and enjoy refreshments.

To enter or for more information email

Tamara - tamara.pike@aol.com

with your name and categories that you wish to enter. Prizegiving at 11.30am

www.stpeterwoking.org/harvestshow

Parish Office
01483 755852
admin@stpeterwoking.org



Parish of
St Peter Woking
St Peter's - St Mark's - All Souls'



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	14th September	Year 3 Egyptian dress up day
Friday	18th September	10am Hawks class assembly
Monday	21st September	Year 2 Super heroes dress up day
Tuesday	22nd September	Phonics workshop for reception parents at 2.30pm
Friday	25th September	10am Falcons class assembly
Thursday	1st October	Year 5 Victorians dress up day
Friday	2nd October	9am—year 2 book look in hall
Friday	2nd October	10am—Robins class assembly
Monday	5th October	Year 6 Evacuees dress up day
Tuesday	6th October	9am Year 5 book look in hall
Wednesday	7th October	9am—Year 1 book look—dining hall—DO NOT PARK IN ADULT ED CAR PARK
Thursday	8th October	Individual and sibling photo day
Thursday	8th October	9am—Year 6 book look in dining hall
Thursday	8th October	2.30pm—Year R book look in dining hall
Friday	9th October	10am Owls class assembly
Friday	9th October	#Yellow day—children to wear yellow for mental health day
Tuesday	13th October	Parents evening 3.20-5.30pm
Thursday	15th October	Parents evening 3.20-5.30pm
Friday	16th October	9.15am -Years 3-6 Harvest assembly
Friday	16th October	11am -Years R-2 Harvest assembly
Monday-Friday	2nd—6th Nov	Bikeability for years 4 & 6
Friday	6th November	10am Penguins class assembly
Thursday	12th November	Open evening 5-6.30pm
Friday	13th November	Children in Need Day—spotty dress up day. Donations can be made on Scopay
Friday	13th November	10am Puffins class assembly
Monday-Friday	16-20 Nov	Bikeability for year 6
Monday	16th November	Flu Immunisations And Reception Height & Weight
Friday	20th November	10am Dragonflies class assembly
Monday-Friday	23rd—27th Nov	Bikeability for year 6
Wednesday	25th November	Christmas fair 2.45-4.30pm
Friday	27 Nov, 4 11 18 Dec	Christmas Jumper days
Tuesday	1st December	10am—Christmas production to year 3 parents
Friday	4th December	2pm—Christmas production to year 5 parents
Monday	7th December	2pm—Christmas production to year 1 parents
Tuesday	8th December	2pm—Christmas production to year 2 parents

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	8th December	2pm—Hawks Christingle at St Marks Church
Wednesday	9th December	10am—Year R advent assembly—DO NOT USE ADULT ED CAR PARK
Thursday	10th December	2pm—Falcons Christingle at St Marks Church
Thursday	10th December	2pm—Christmas assembly for Year 4 parents
Thursday	17th December	Christmas meal day
Friday	18th December	1pm carols around the tree
Friday	18th December	School breaks up at 1.20pm
Tuesday	5th January	Students return

