Westfield Primary Head's Newsletter– October 2026

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The Westfield Way

Our Rules:

Be Respectful
Be Safe
Be Ready
Be Kind

We treat others as we want to be treated.

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Bonsey Lane
Westfield
Woking
Surrey
GU22 9PR

Phone: 01483 76187

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A Fantastic Start to the School Year!

It is hard to believe that the first month of the academic year has already flown by. We have had a wonderful start to the term, and it has been a pleasure to welcome our children back to school each morning at the front gate.

One of the highlights of my day is greeting pupils as they arrive and seeing the enthusiasm and smiles that they bring with them. I would also like to extend a special thank you to our fantastic Attendance Ambassadors, who have been helping younger children and anyone who may need a friendly face to walk them into school. Their kindness, confidence and sense of responsibility have made a real difference to the start of the school day. Thank you to all of our helpers!

It has also been wonderful to see so many parents and carers in school during our family engagement sessions. Our weekly *Stay and Play* sessions in Reception, *Stay and Read* opportunities in Years 1 and 2, and *Connect Before You Collect* sessions for Years 3 to 6 have all been very well attended. We hope you have enjoyed spending time alongside your children, sharing in their learning experiences and celebrating the progress they are making.

Reading continues to be at the heart of school life, and the new Storytree Snug has proved to be a huge success. Children have thoroughly enjoyed exploring this exciting reading space and taking the opportunity to relax with a good book. It has been lovely to see so many pupils spending time reading and sharing stories together.

Around school, I have also noticed a few superheroes and even some Stone Age children arriving! The enthusiasm children have shown for their curriculum topics has been fantastic, and it is wonderful to see learning brought to life through creativity, imagination and role play.

As we move into October, we will be celebrating *Black History Month*. We are delighted to be offering African Dance Workshops for children in Years 1 to 6 as part of this important educational experience. These workshops will provide pupils with the opportunity to learn about and appreciate different cultures, tradition and history in an engaging and memorable way.

There is plenty to look forward to over the coming weeks. Please take a moment to check the diary dates on the back page, which include:

- Year 5 Victorian Dress-Up Day
- Book Looks
- Robins and Owls Class Assemblies
- Year 6 Evacuees Dress-Up Day
- Individual and Sibling Photograph Day
- #Hello Yellow Day for Mental Health Awareness
- Parents' Evenings
- Harvest Assemblies



As part of our Harvest celebrations, we will again be collecting donations for our local food bank. We are incredibly proud of the way our school community supports others, and we thank you in advance for any contributions you are able to make. Have a great October and enjoy half term when it arrives, a time to refresh before Christmas appears!

Well-being and Mental Health at Westfield.

A message for our

Parents & Carers

We're taking part in...

#HelloYellow

WORLD MENTAL HEALTH DAY

Friday 9th October

Small things make a big difference

Be kind
Be supportive
Be you

To show our support and raise awareness for World Mental Health Day, we will be joining schools across the country for #HelloYellow!

Yellow Themed Dress Up Day!

Children can come to school dressed in yellow – this can be clothing, accessories or a yellow themed outfit!

Bring in a dressed up and/or decorated banana, lemon or yellow fruit!

These will be displayed in class and buddy classes will visit each others.

Watch out for these amazing fruits to appear on our Instagram!



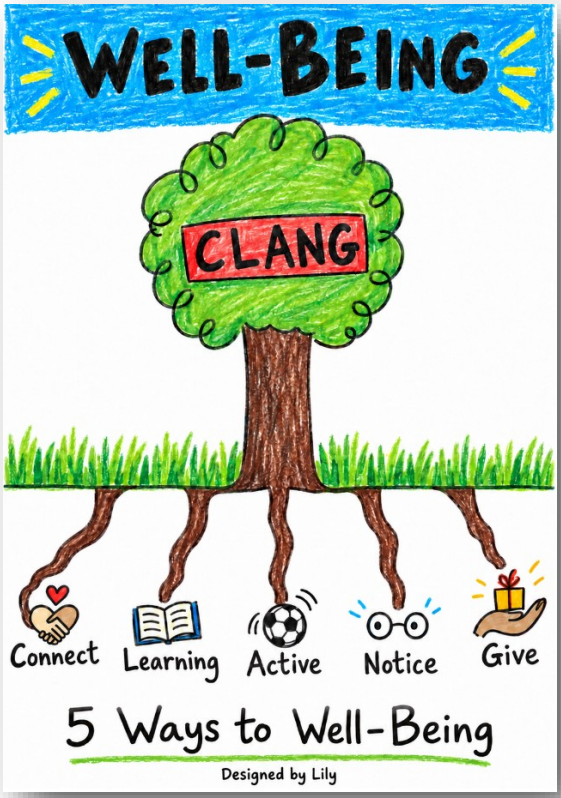
There will be lots of other class based fun!

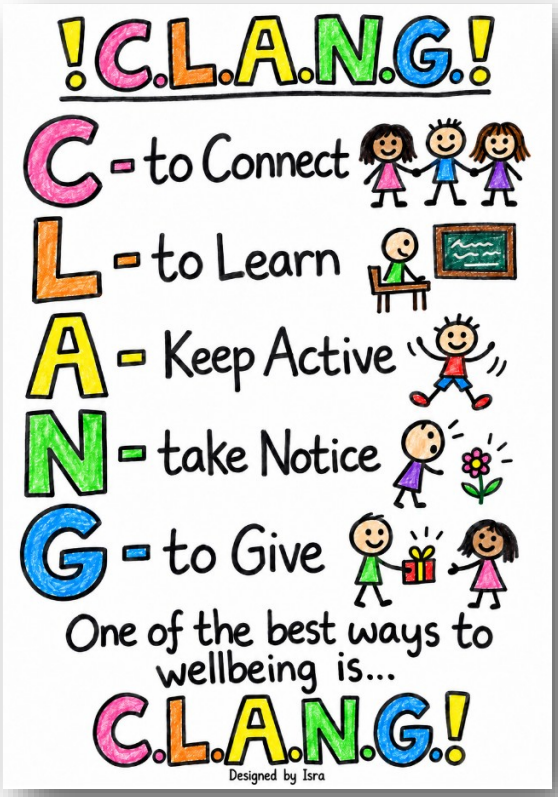
Together we can make a brighter day

Well-being and Mental Health at Westfield Continued...

Poster Competition Winners:

Towards the end of last term, we held a poster competition during our annual Wellbeing themed week. We asked the children to design an eye-catching poster to promote the '5 Ways to Wellbeing', using the acronym CLANG.
We had so many fabulous entries, and after a long, and difficult, deliberation the following winning posters were chosen. We are sure you'll agree that they look amazing! Lily's poster won for KS1 and Isra for KS2. Huge congratulations to them both!





The winning posters are now being proudly displayed in every classroom and across the school. Not only do they look fantastic, but they help us all remember the 5 ways to wellbeing!

Action for Happiness Calendar for October:

We always like to share these calendars as they give simple daily tips and actions that can improve our wellbeing over time.

We hope you enjoyed last month's, Self-care September. This month the theme is: **Optimistic October** and it is filled with actions to help us all focus on what really matters. You can find the calendar HERE.

Online Safety



Online Safety: Is Your Child Chatting to AI?

Artificial Intelligence (AI) is quickly becoming part of everyday life. Children may come across AI through search engines, games, apps, homework tools and built-in chatbots – sometimes without even realising they are using it.

AI can be incredibly useful and creative, but it is important that children understand that **an AI chatbot is not a person, a friend or always a reliable source of information**.

What should children know?

AI chatbots can respond in a very human-like way, which can make their answers sound trustworthy. However, they can sometimes provide information that is **incorrect, misleading or unsuitable for children**.

Children should also avoid sharing personal information with an AI tool. This includes their full name, school, address, phone number, passwords, photographs or information about themselves or other people.

A useful message to reinforce at home is:

AI can help me think – but it shouldn't do my thinking for me.

Encourage children to check important information with a trusted adult or another reliable source rather than assuming an AI-generated answer must be correct.

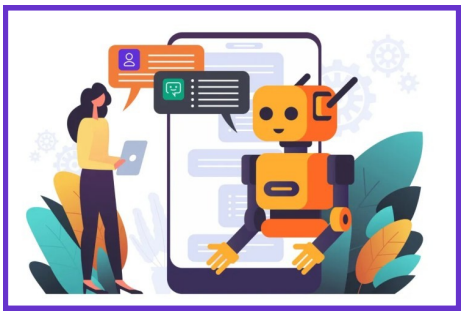
Talk about AI at home

You don't need to be an AI expert to help your child use it safely. Try asking:

"Have you ever used a chatbot?"
"What would you do if AI told you something that worried you?"
"What information should we never share with a chatbot?"
"How could you check whether an AI answer is actually true?"

Most importantly, encourage your child to **tell a trusted adult if anything they see or experience online makes them feel worried, confused or uncomfortable**.

As AI continues to develop, helping children become **curious, critical and safe digital users** is more important than ever.



Curriculum fun



The Storytree Snug



Egyptian day



Stone Age Day



Mayford Grange



Stay and Read

Westfield Primary School

Attendance Newsletter

Autumn 2026

Be here
Be you
Belong
Achieve

Attendance Matters

Every day counts!



Attendance Statistics

- Daily register marks are sent to the Government's Department of Education.
- Children with attendance **below 90%** are classed as **Persistent Absentees**, and the school must take action.

Attendance Letters

- We review attendance weekly, including all reasons for absence.
- If your child's attendance is a concern, we will contact you.
- Our aim is to work in partnership with parents/carers to improve attendance.
- If you would like support or advice, please speak to your child's class teacher.

Arriving Late to School

- School starts when the gates open at **8:30am** and the gates close at **8:45am.**
- Children arriving after this must sign in at reception.
- Morning work starts at **8:35am.**
- Being late affects your child's attendance percentage.
- Every second counts towards your child's education and helps build important life skills.

Appointments During the School Day

Please book appointments outside school hours whenever possible.

If an appointment must happen during school time:

- Bring your child in before their appointment and return them to school after if possible.
- You may be asked to provide evidence of the appointment.
- DfE guidance states pupils should be out of school for the minimum time necessary.

Requests for Leave of Absence

- Schools may only grant leave of absence in special circumstances.
- Leave cannot be authorised for holidays.
- Leave cannot be granted retrospectively.
- All requests are considered on a case-by-case basis.
- Complete a Leave of Absence form and return it to the school office.
- Please allow at least two weeks' notice.
- Leave during term time is not an automatic right.

Holidays During Term Time (Penalty Notice Information)

From Surrey County Council

If you take your child out of school without authority for 5 or more days (which do not have to be consecutive), a Penalty Notice may apply:

- **First notice:** £160 per parent/carer per child (£80 if paid within 21 days).
- **Second notice** (within 3 years): £160 per parent/carer per child (no reduction).
- **Third offence:** no further Penalty Notice – SCC will consider a prosecution in the Magistrates Court.

The fine does not go to the school but to Surrey County Council. The school follows Surrey and DfE guidance.

Our Attendance Expectations

- We expect all children to attend school every day, however we understand that sometimes illness can't be avoided.
- If your child is too unwell to attend school, please notify us before **8:35am.**
- This will be recorded as an illness, which affects attendance percentages.
- Medical evidence may be requested.

Useful websites for advice and guidance:

- NHS – Is my child too ill for school?
- DfE – Back to School
- DfE – School Attendance

A headache or tummy ache can often be managed with pain relief, and your child can join class once they feel better, even partway through the day.

Don't miss exciting events!

Music Mondays
Child chosen music playing on the playground as the children come into school.

Tuneful Tuesdays
Child chosen music playing on the playground as the children come into school.

Bubbly Fridays
Bubbles on the playground as the children come into school.

Attendance Ambassadors
Welcoming and supporting children as they come into school each day.

Every Day Brighter Futures

Thank you for your support!

School drop off protocol and parking/road use considerations

Please use the Adult Education Centre car park for drop off and pick up. **PLEASE DO NOT PARK IN BONSEY LANE OR HOEBROOK CLOSE** as this causes a problem with the flow of traffic, and is dangerous for any child crossing the road. There are also parking enforcements in place and you may be ticketed. **Please park in the designated bays only. Parents need to drop and drive off to work in the mornings, and are being prevented from this by some inconsiderate parking.**

Please be aware that 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 apply to the verge**; therefore do not park on the grass verges near the school and by the garages as you may be ticketed.

Please ensure that you do not park in front of driveways or the kitchen gates, or stop on any zigzag lines. These need to be kept clear at all times for staff access and deliveries and in consideration of our neighbours.

Whilst we understand that Bonsey Lane does get very busy and everyone has somewhere to go, please be polite to all car users. Please DO NOT block the roads and car parks for other drivers. **Please drive considerately in the car park and be mindful of other children and adults that are around.**

Adult education will ask their car park attendants to monitor this and cars will be issued with a ticket if they park in this area.

Please do not smoke on the school premises or on the Adult Education premises. These are all no smoking zones.

When you are walking in/out of the playground, please be mindful of other parents and children, and also of people with pushchairs, as we have had reports of pushchairs being knocked into.





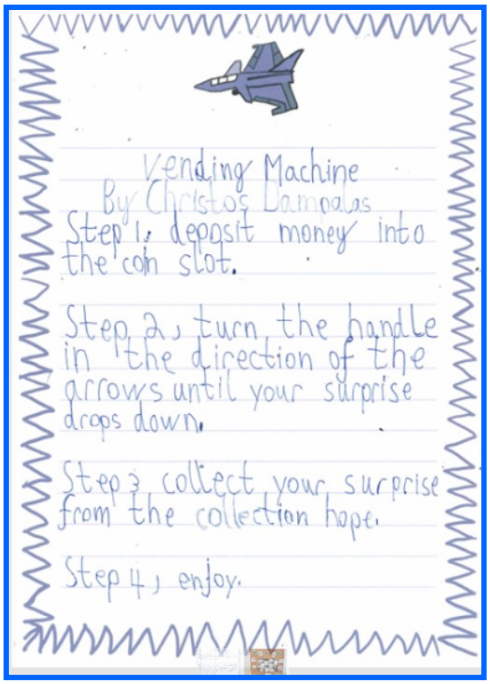
Friends of Westfield:




Friends of Westfield PTA
PRESENTS
HALLOWEEN
AND AUTUMN
DISCO
WEDNESDAY 11 NOVEMBER
WOKING FOOTBALL CLUB
CARDINAL'S BAR
CRISPS
INCLUDES A PACKET OF CRISPS
AND UNLIMITED WATER/SQUASH
TICKETS
£5
EACH
RECEPTION,
YEAR 1, 2 & 3 DISCO
4.30 – 5.30pm
YEAR 4, 5 & 6 DISCO
6.00 – 7.00pm
POCKET MONEY STALL
Sweets, toys, accessories and more!
GLITTER TATTOOS
BRING SOME CHANGE!
VOLUNTEERS NEEDED!
We need help to make the disco a success.
Please sign up online.
BUY TICKETS AND VOLUNTEER ONLINE
SCAN ME
https://www.pta-events.co.uk/fowp/index.cfm
DISCO • FRIENDS • FUN

Well Being Wednesday Competition

We are pleased to announce that Christos in Owls class was the winner of our Summer WBW competition - to design a homemade game together with instructions as to how to play the game.





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).**

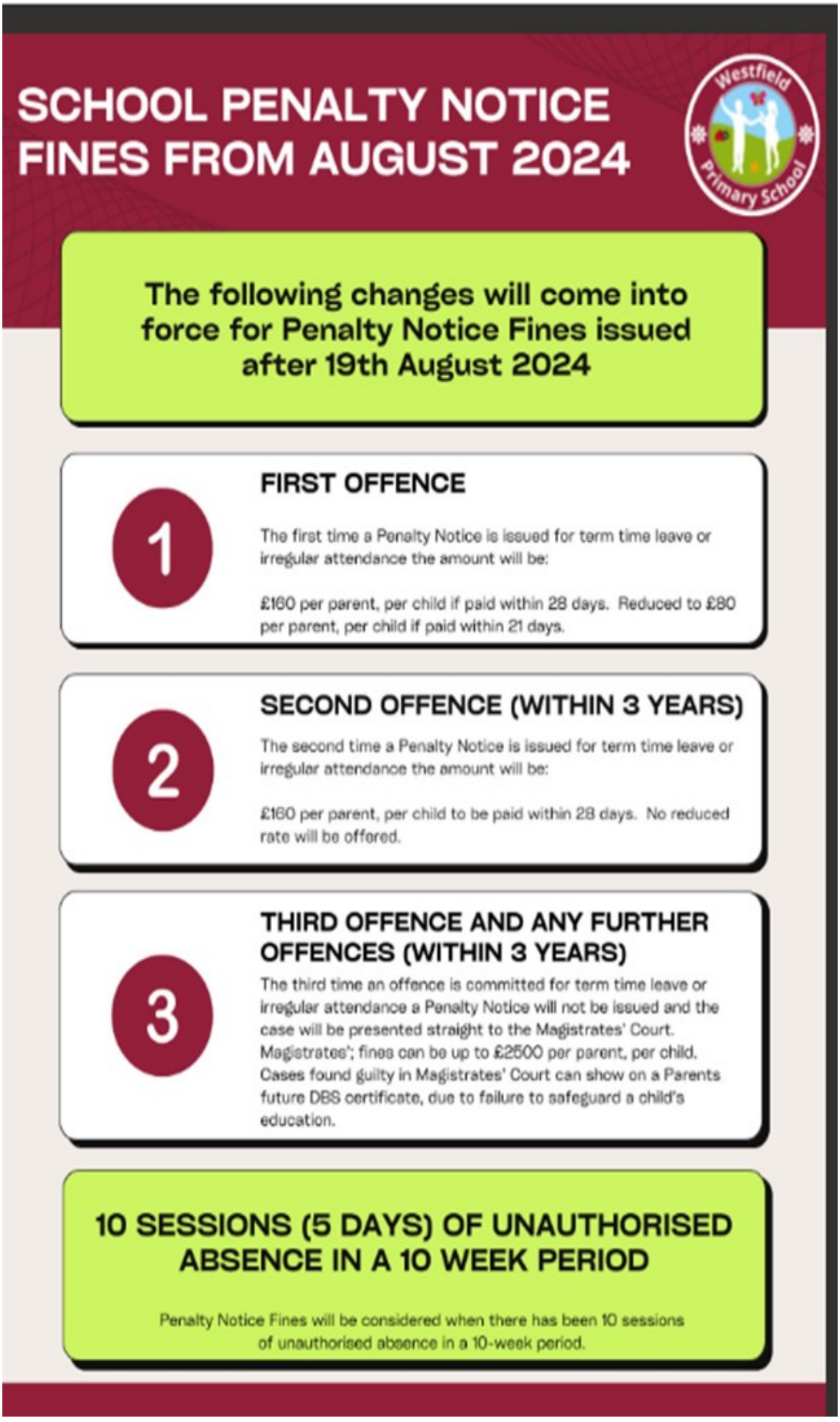
The amount payable on issue of a Penalty Notice is £80 per parent per child if paid within 21 days of receipt of the notice, rising to £160 if paid within 28 days. If the penalty notice remains unpaid after 28 days, the Local Authority will consider a prosecution in the Magistrates Court. Please note 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.**

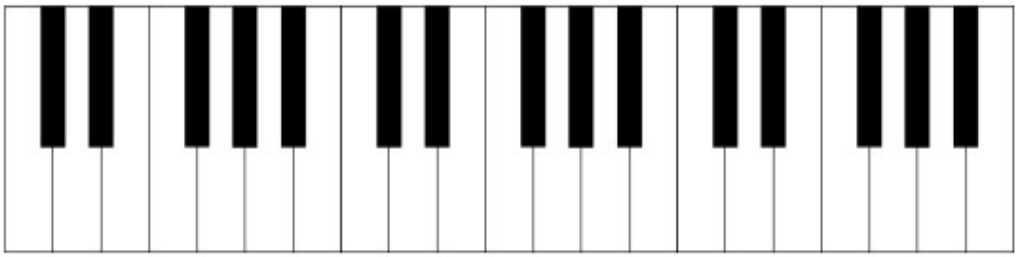
The Headteacher will consider the reasons for the request carefully, taking into account the effect on the continuity of your child's learning and your child's over-all attendance rate, and then may authorise up to five days of absence. The Headteacher will notify you, via the office, of the decision 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
Westfield Primary School
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.



WOKING PIANOTHON

Henry Plaza

Victoria Place

SATURDAY 3rd October 2026

9:00-6:00

In aid of the Woking Hospice

and the

Woking Young Musicians' Trust

OPEN TO ALL AGES AND STAGES

The PIANOTHON is an opportunity to entertain without the pressure of a formal concert. Come and help raise money for these worthwhile causes. It will be a rewarding experience!



For more details or to book a slot, please contact:

Pam Lunn

Email:

jivebunny@talk21.com

Phone: 07917 874473

Perform



Confidence Building FUN

We loved seeing your child shine at our Perform drama workshop today.
And guess what, it's just the beginning...

PERFORM
WATCH YOUR CHILD SHINE

Play is a POWERFUL THING

Perform classes help boost children's **confidence, concentration, coordination** and **communication** skills, as well as being lots of fun.

Our expertly designed drama, dance and singing sessions for 4-7s and 7-12s are run by experienced teachers, hand-picked for their warmth and approachability.

They'll be with your child every step of the way – inspiring and encouraging them to develop vital life skills as they discover the joy of performing.

"**I cannot recommend these classes enough! It has done wonders for my children's confidence, self-expression and social skills.**" ★★★★★ Maria Smith

What does Perform offer?

- Performing arts-based games and exercises
- Focus on a different social skill each week
- Small classes and feedback on your child's progress
- Specially created scripts, videos and apps
- End of term presentation for family and friends

Try a FREE CLASS at your nearest venue

Perform Woking
Saturdays at 9.30am (4-7s), 2.00pm (7-12s), 11.15am (4-7s).
Moorcroft Centre For The Community, Old School Place, GU22 9PB

Perform Woking
Wednesdays at 4pm (4-7s), 5.05pm (7-12s).
Hoe Valley Community Building, Next To The Leisure Centre, GU22 9BA

Perform Guildford
Wednesdays at 4pm (4-7s), 5.05pm (7-12s), Saturdays at 9.30am (4-7s), 2pm (7-12s), 11.15am (4-7s).
Christ Church Hall Guildford, 23 Waterden Road, GU1 2AZ

Until 13 Nov, new joiners can use WPSY131126 for a £40 introductory discount.

BOOK A FREE CLASS

Your child's first class is free, so why not give it a go? Find your nearest class online or call us:

perform.org.uk/d4a
020 7255 9120

PEER PRODUCTIONS—FOR YEARS 5& 6

peer productions

Branching Out for Years 5-6!



Peer Productions is an award-winning youth arts charity based in Guildford.

Branching Out is a supportive, creative, FREE drama club designed especially for children in years 5 to 6 who may be feeling worried about the move to secondary school

Branching Out

12th November - 10th December 2026

This programme is especially for children who may be more likely to struggle with the transition to year 7 due to:

- Anxiety or mental health challenges
- Learning disabilities
- Neurodivergence (such as Autism or ADHD)
- Social, emotional or communication needs

This project includes:

- 5 sessions taking place over 5 weeks from the 12th November to 10th December

Session dates: (Thursdays 6-8pm)

- 12th November
- 19th November
- 26th November
- 3rd December
- 10th December

The project uses drama games, storytelling and playbuilding, with children taking part in creative activities that help them explore change, build confidence, make new friends and have fun!

Sessions will be at Lockwood Studios in Guildford and are led by fully DBS-checked, professionally trained facilitators, with specialist experience working with neurodivergent children and those with SEND.

To book click below:

https://www.peerproductions.co.uk/book-now-schools



To book go to: https://www.zeffy.com/en-GB/organizations/friends-of-chertsey-museum **or** call 01932 565 764.



To book go to: https://www.zeffy.com/en-GB/organizations/friends-of-chertsey-museum **or** call 01932 565 764.


HOLIDAY FUN CLUB
AT WOKING UNITED REFORMED CHURCH
ALL ABOARD!
A whole day of Holiday Fun Club Fun!
FRIDAY 30TH OCTOBER
9AM-3:30PM
Games, drama, singing, craft and cooking exploring the story of Noah's Ark
For children in school years Reception - Year 6
Bring a packed lunch
The Promise
£10
SIBLINGS £8
UNTIL 14TH OCT
WOKING URC.ORG .UK

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.

Thursday	1st October	Year 5 Victorians dress up day
Thursday	1st October	2.30pm—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	2-2.30pm—Year 4 book look in hall
Friday	9th October	#Hello 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
Tuesday	3rd November	Mufti—donations please for the chocolate tombola
Wednesday	4th November	Year 5 "All Rise" legal workshop
Friday	6th November	10am Penguins class assembly
Tuesday	10th November	Year 6 WW2 workshop
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
Tuesday	17th November	Mufti—donations please for the bottle tombola
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
Thursday	3rd December	Aladdin panto to whole school

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.

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
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
Friday	11th December	Santa's Grotto day (Friends of Westfield)
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