

Westfield Primary Head's Newsletter— September 2023



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Dear Parents/ Carers,

A very warm welcome back to you all, I hope you all had a lovely summer holiday and the children managed to re-charge their batteries for the start of another wonderful year at Westfield! I would like to extend a huge welcome to all our new families that have joined this term, not just those starting out on their first ever days of school, but also all those who have joined us from other schools. We are proud of the school and look forward to your children enjoying the many opportunities we offer to develop their love of learning.

The start of a new school year is always a time for enthusiasm and hope as we think about how everyone of us can start afresh and work hard to live our **PRIDE values** of **Positivity, Respect, Independence, Diversity and Excellence**. Each half term we focus on one of the values, but this first half term of the year we look at all five and remind the children of each one and their importance. Why not talk regularly to your children about them?

Positivity — Challenge your child/ children to tell you one positive thing they have enjoyed during each day, weekends included, and use positive language with them everyday. Remind them that

In a world where
you can be
anything - be kind.

Respect — Talk about and model to your child/ children the importance of being respectful to everyone and to

Treat people the way you
want to be treated. Talk to
people the way you want
to be talked to. Respect is
earned, not given.

Hussein Nishah

Independence — Support your child/ children in taking responsibility for their actions in both learning and behaviour.

Diversity— Our school is a very inclusive school and we celebrate our diversity and the diverse world in which we live. The first week back we are celebrating the diversity of artists from around the world and different eras.

Excellence— Discuss with your child/ children that ...

EXCELLENCE
IS NOT BEING
THE BEST;
IT IS DOING
YOUR BEST.

There will always be teething troubles in the first few days as children get used to being back at school and dealing with the changes that happen from class to class. It is important to remember that everyone at Westfield is here to make school the best it can be and so if something seems not quite right, make sure you pop in or give the team a ring, as I am sure it can be resolved quickly. I shall finish by saying we are looking forward to a successful year ahead and working in partnership with you all, our Westfield community.

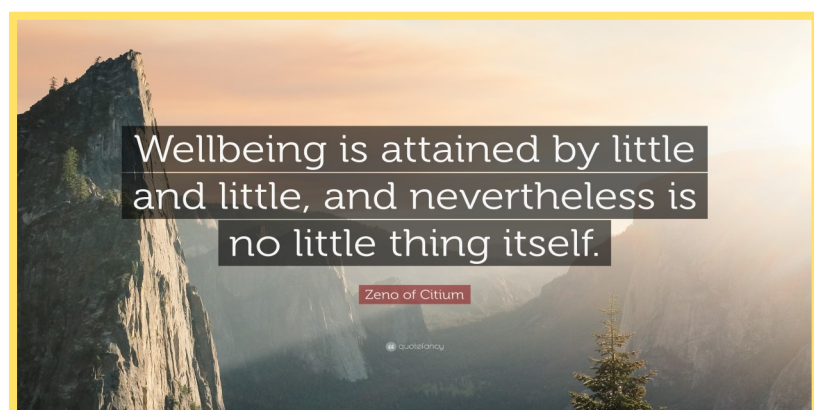
With very best wishes,

Karyn Hing (Headteacher)

Well-being and Mental Health at Westfield.

We hope you have all had a relaxing summer holiday and enjoyed spending time with family and friends. We hope you were able to practice and support your wellbeing and notice how it made you feel. Below are some quotes that we hope you find useful and can return to when you need to.

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.



Our Wellbeing Champions—A Guide to Who's Who.

At Westfield, everyone can help and support their own and others' wellbeing. However, we also have some 'Wellbeing Champions' who support and lead wellbeing and mental health across the school. We have an active Wellbeing Committee, a Wellbeing Assistant, a Nurture Lead, an Inclusion Leader and our pupil Wellbeing Ambassadors.

Our School Development Plan also has wellbeing as one of its key priorities. The picture below is displayed in every classroom in the school so that everyone is very aware of who our Wellbeing Champions are.

Our Wellbeing Committee is made up of Mrs Francesca McPhee, Mrs Alex Cooke (our Chair of Governors), Mrs Marie McAteer, Miss Kate Beattie, Mrs Catherine Thomas, Miss Tina Weaver, Mrs Annette Newport and Miss Lucy Hillier. Our Wellbeing Assistant is Ms Hannah Anderson. Our Nurture Lead is Miss Tina Weaver and our Inclusion Leader is Ms Julia Findlay.

Our new Wellbeing Ambassadors are from Years 5 & 6. They are looking forward to getting stuck into their new roles and actively supporting wellbeing at Westfield!



Our Inclusion Leader:



Our Well-being Assistant:



Our Nurture Lead:



Our Well-being Ambassadors:



Well-being and Mental Health at Westfield.

The summer term ended with a "Well-being Wednesday afternoon", which was wonderful! There was a real buzz on the field with lots of outdoor activities, having lots of fun and getting messy! There was den building, natural art, messy play, making bunting, making and playing games out of everyday items and giant bubbles!

We hope that lots of you had a go at some of these activities at home over the holidays.

Do look out for the next 'Wellbeing Wednesday' later this half term.



Key Stage 2 outcomes

Key stage 2 comparative report

This information allows you to compare your child's performance at the end of key stage 2 with the attainment of other Year 6 pupils in our school and across England in 2019. Please note, national data for attainment is from 2023 but it is provisional data. The average scaled scores are not published until the Autumn Term so they are 2022 data. Confirmed National data for 2023 will be published in the Autumn Term.

Subject KS2	Percentage of pupils achieving the expected standard: school 2023	Percentage of pupils achieving the expected standard: nationally 2023 (provisional)	Average scaled score: school (2022)	Average scaled score: nationally (2022)
English reading	73%	73%	104	105
English grammar, punctuation and spelling	76%	72%	104	105
Mathematics	74%	73%	102	104
English writing (teacher assessment)	74%	71%	N/A	N/A
Science (teacher assessment)	88%	80%	N/A	N/A

We were very proud of all our children last summer, who worked so hard to be the best they can, however we wanted to remind all children and parents that SATS are just a snap shot in time and don't show all their wonderful qualities!

SATs don't measure sports, SATs don't measure art,
 SATs don't measure music, or the kindness in your heart.
 SATs don't see your beauty, SATs don't know your worth,
 SATs don't see the reasons you were put upon this earth.
 SATs don't see your magic, how you make others smile,
 SATs don't time how quickly you can run a mile.
 SATs don't hear your laughter, or see you've come this far,
 SATs are just a tiny glimpse of who you really are.
 So sitting at your table, with a pencil and your test,
 Remember SATs aren't who you are, remember you're the best.

Behaviour Policy Overview

Visible adult consistencies/ adult behaviour:

1. Meet and greet- zones of regulations
2. Calm, consistent and fair- classroom charters
3. Positive noticing - find the good/ model expectations
4. Our 6 Nurture Principles reinforce caring approach:



Positive Reinforcement

i.e. catch children being good and share with others

1. Positive fast feedback
e.g. praise (verbal, sticker/stamp, Marvellous Me)
2. Star of the week/ Head Teachers award
3. Showing good work to other adults in school
4. Phone call home/Marvellous Me / catch on the playground

Common Phrases

1. Wonderful walking
2. Terrific transitions
3. 5Rs
4. Lovely listening
5. Thank you for...
6. Empathy nurture principles embodied

Stepped sanctions e.g.

- 1) non-verbal signal
- 2) Describe preferred behaviour
- 3) Verbal reminder of expectations
- 4) Another verbal reminder
- 5) Time out
- 6) Phone calls home/meetings with parents/behaviour letters

Serious unacceptable behaviour straight to Steps 5 and 6 with additional support & sanctions (including suspensions or exclusions) from HT/ SLT / Inclusion Team, including support beyond the classroom for behaviours such as, sexual harassment, physical violence, bullying, racism, challenging behaviours, prohibited items or actions (concealed weapon e.g. knife/vaping/smoking) and homophobia.

Support beyond the classroom e.g.

1. Pastoral
2. Senior Leadership monitor reward charts
3. Parent letters / meetings
4. Individual behaviour plans and strategies
5. Multi-agency (EP/ Social Care/ Mindworks)
6. Designated safe space
7. Trusted adult

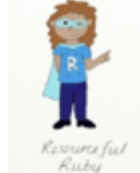
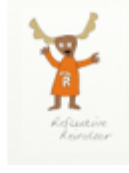
Verbal support e.g.

I've noticed that ... you know the Westfield Way:
Be respectful, safe, ready and kind.
Can you remember when you ...
(recognise when this was done well) ...
Restorative questions e.g.
What has happened?
What were you feeling at the time?
Who was affected by the actions?
What needs to be done to make things right?
How can we do things differently?

Alternatives to suspension or permanent exclusion e.g.

1. Internal exclusions
2. Personalised timetables
3. Proactive Support Intervention Plans
4. Managed moves
5. Short-term off-site support

Our 5Rs



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.



Online Safety

Please take the time to discuss on line safety with your child/ children at the start of the year. Remember Primary Age children should not be on WhatsApp as this has a 16years+ age restriction.



Communication

Please take time to read our [communication policy on our website](#)

<https://www.westfield.surrey.sch.uk/attachments/download.asp?file=9576&type=pdf>

Last September we decided to set up our very own Twitter account! Please do check it regularly as you can find even more of the exciting activities and events we have been up to!

Our Twitter address is:

<https://twitter.com/WestfieldPri>

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



Marvellous Me—have you signed up the app?

MarvellousMe tells you about the wonderful things that your child is learning, and pings you when they've been praised for good work, a great character skill, or received school rewards.

It makes you smile, feel proud, and inspires better home learning support and encouragement. Plus, it helps you to stay on top of homework, events and other school tasks.

MarvellousMe is free for parents. You'll get exciting alerts if you use it on your smartphone or tablet. Please ask the office for a login if you have not received one.

Friends of Westfield:

The Friends of Westfield work incredibly hard throughout the year to raise money for the school. The money raised is used for various things which benefit the children. This year the money has been used to create a music room and purchase musical instruments. The FOW have paid for workshops which have taken place in school. There has been work done in the wild garden, including pond renovations, and every child was given a coronation mug, to celebrate the coronation of King Charles III.



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>

Pride Tea Party



On July 11th 2023 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 Mayor and Mayoress, Cllr Raja & Mrs Raja, attended to give the children a certificate. The children enjoyed the afternoon event, celebrating with an afternoon tea including strawberries, crisps and cakes!

Well done to all the children for an amazing achievement!



DANCE WOKING

Well done to the Dance Woking club performers who took to the streets of Woking in July for the Encounters community event. The team performed their routine perfectly and with confidence in front of a large audience. They also had a go at Maypole Dancing and watched a professional dance crew take to the stage.

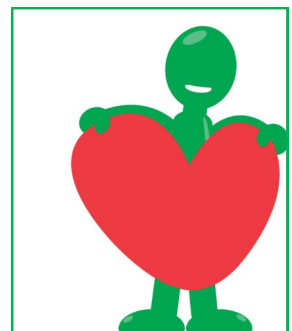


Change of address, phone numbers, emails, dietary or medical requirements.

Please note that if you have changed your address, phone numbers or emails over the summer then you must advise the office to ensure we have the correct records, and we are able to contact you in an emergency. **Data sheets will be sent home with all children. Please check them, sign and return to school.**

If your child has new dietary or medical needs please ensure that the school is aware. **It is the Parents/Carers responsibility to keep the school updated of all changes.**

Finally a reminder that if we do not have an up to date email address for you then you may miss out on some school information. In this instance please ensure that you check the school website, www.westfield.surrey.sch.uk, regularly to ensure you keep up to date with letters and dates.



2024-2025 Term Dates—please note the two week half term is in June next year.

Below are the dates for 2024-2025. You will note that there is a two-week half term in June 2025. 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 June 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 2024 to July 2025**Autumn Term 2024**

Inset Days	Monday 2 nd September 2024
Pupils return	Tuesday 3 rd September 2024 at the normal time
Half term	Monday 28 th October to Friday 1 st November 2024
Pupils return	Monday 4 th November 2024 at the normal time
Term ends	Friday 20 th December 2024 at 1.20pm

Spring Term 2025

Inset Day	Monday 6 th January & 4 th April 2025
Pupils return	Tuesday 7 th January 2025 at the normal time
Half term week	Monday 17 th to Friday 21 st February 2025
Pupils return	Monday 24 th February 2025 at the normal time
Term ends	Thursday 3 rd April 2025 at 1.20pm









Summer Term 2025

Inset Day	Monday 21 st & Tuesday 22 nd July 2025
Pupils return	Tuesday 22 nd April 2025 at the normal time
Half term 2 weeks	Monday 26th May to Friday 6th June 2025
Pupils return	Monday 9 th June 2025 at the normal time
-Term ends	Friday 18 th July 2025 at 11.45am for year 6 Friday 18 th July 2025 at 1.20pm for years R-5

May Day Bank holiday this year Monday 5th May 2025.

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

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 onlypark 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 begins promptly at 8:40am, the gates will open at 8:35 to allow the children to walk into school, they will be met on the playground by school adults and taken straight into their classes to begin the day. Please ensure that your children are on time; learning begins as soon as the day starts, and being late can disrupt your own child and the rest of their class.

The playground is opened at 8.35am to enable the children to go straight into the classrooms. Older children who walk to school by themselves should not arrive any earlier than 8.35am so that they can enter the school premises immediately and go straight into their classroom on arrival.

Please remember the playground equipment is strictly out of bounds for ALL before and after school, thank you.

Illness: Please remember to report your child's absence via **Study bugs** before 10am if your child is unwell and cannot come to school. It is important we know where children are during the school day, and if we do not know, you will receive a call to check.

Medicines: Please take any **prescribed medicines** your child requires to the school office. Do not leave them with your child. The staff there will explain school procedures to you.

Mobile Phones: Only children in Years 5 & 6 **that are walking to and from school** are allowed to bring a mobile phone into school. The phone will be kept in the school office for the duration of the school day.

Ipods/smart phones/Smart Watches/Electronic Equipment : the 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 **£2.90** per day for KS2. Please pay in advance and online. If you have not had a code please ask the office. Children may only change between packed lunches and school dinners **HALF TERM**LY.

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

Mindworks resource pack

Please see the link below for this marvellous resource pack on the school website (under wellbeing).

<https://www.westfield.surrey.sch.uk/attachments/download.asp?file=9613&type=pdf>



New Reception Classes— For September 2023 Intake **New to school - Year R**

We are thrilled to welcome all our new children who are joining our Reception classes, and starting school for the very first time! We know you will enjoy your time at Westfield, there is so much for you to enjoy and so much to learn. We are very happy you are making your school journey with us.



We are also delighted to welcome new staff members who are joining us at Westfield Primary School.

Mrs Sarah Dearden—Ladybirds class teacher

Miss Hareeka Malhotra—Owls class teacher

Miss Ellie Townson—Kingfishers class teacher

Ms Juliet Steel- Learning Support Assistant

Miss Preeti Jain- Learning Support Assistant

Year 6 Enterprise Challenge

Last year's Year 6 children may have moved on to their new schools but they have left us with a legacy. During the last few weeks of term, they put held an event: 'The Fiver Challenge'. During the event they worked in groups to hold a stall for years 2, 3, 4 and 5. The children could either make a product, or a game, that other children would pay to buy or take part in.

This year, we had activities like a Prime Raffle; selling slime; water balloons being thrown at pupils; target games; bubble tea and many more.

The winning team this year was in Falcons Class—they made putty which they sold to the pupils. This was run by Jasmine, Lorna, Lea and Angelica, pictured below with their medals:



The event was a great success, raising over £340 for the school. We have added this together with money raised from previous years, as well as contributions from the Friends of Westfield, and are going to use it to redevelop a small area of the field to make it a space where children can work outside. We hope to include a storytellers chair, and some outside seating so the children can work comfortably out there.

Here are some photos to show what we are hoping to buy:



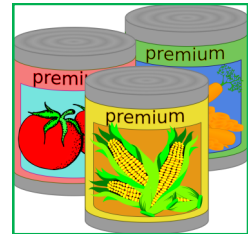
Food Bank Support

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.

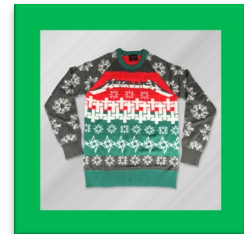
As previously mentioned, please send donations for the Harvest Celebration Assembly on October 19th in plastic bags so that we can share these too.

Please send donations in between 16th-18th October.

If you feel that a food support bag would be helpful to you, Please help yourself. They are located outside of the school office.



Christmas Jumper Days



We will be holding our Christmas jumper days on the following dress down Fridays; 1st & 8th December.

The children may also wear a Christmas Jumper (or Christmas coloured e.g. red or green) over their uniform on Thursday 14th December, this is their Christmas meal day.

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

We have an inclusion team within school who are able to offer support to children who need it. If you feel that your child would benefit from extra support in school or if you would like to make the inclusion team aware of any concerns that you have, please complete the below form and email it to inclusionleader@westfield.surrey.sch.uk, or alternatively complete the form and bring it into the school office for the attention of Julia Findlay.



Westfield Primary School

Bonsey Lane, Woking, Surrey, GU22 9PR
 Email: info@westfield.surrey.sch.uk
 Phone: 01483 764187
www.westfield.surrey.sch.uk



Inclusion Team Referral Form 2023/24 for Parents

Name of child	Date of birth of child
Name of referrer	Relationship of referrer to child
Date of referral	Class/Teacher
Names of siblings in the school	
Reason for this Referral; for instance, would you like support for yourself, your family or your child. What are your concerns?	
What are - your child's view (if the support is for them) or your family's view (if the support is for the whole family)?	
If you know the staff team or service that you wish to be referred to, please state in this box.	
What is your desired outcome from the support?	

Please e-mail referral form to inclusionleader@westfield.surrey.sch.uk or bring into the school office for the attention of Julia Findlay



Westfield Primary School

Bonsey Lane, Woking, Surrey, GU22 9PR

Email: info@westfield.surrey.sch.uk

Phone: 01483 764187

www.westfield.surrey.sch.uk



To be completed by Inclusion Leader

Further discussion notes	
Allocation to (state whether internal or external service)	
Actions that need to be taken by whom and by when	
Expected outcomes	
Other comments	

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—School Field	Girls Football Mr Clarke	3.15-4.15pm	Yr3 & Yr4 Girls	11.09.23	27.11.23
Monday—Hall	Karate Private Provider	3.10-4.15pm	Yr 1—6	11.09.23 NOT ON 02.10.23	16.10.23
Monday—Library	French Private Provider	3.20 -3.55pm	Yr 1 & 2	11.09.23	04.12.23
Tuesday—Penguins Class	Mindfulness Colouring Miss Hillier	8.05am	Yr 4 & 5	12.09.23	05.12.23
Tuesday—Caterpillars Class	Phonics Mrs Banks	8am	Year 2 By Invite	12.09.23 NOT ON 17.10.23	28.11.23
Tuesday—Owls Class	Sign Language Miss Malhotra	3.10-4.10pm	Yr R, 1 & 2	12.09.23	12.12.23
Tuesday—Outside	Football Private Provider	3.15-4.15pm	Yr 3-6	05.09.23	10.10.23
Tuesday—Robins Class	Board Games- Mrs Lee	12.40-1.10pm	Yr 3	19.09.23 NOT ON 17.10	05.12.23
Wednesday—Satellite Room	K'nex Mrs Poffley	12.40-1.10pm	Yr 3, 4 & 5	13.09.23	06.12.23
Wednesday—Woodpeckers Class	Photography Miss Mulvihill	8am	Yr 3 & 4	20.09.23	06.12.23
Wednesday-The Nest	Wool Club Mrs Clarke	12.40-1.10pm	Yr4 Woodpeckers	13.09.23	18.10.23
Wednesday—Symphony Suite	Choir Mrs Carey	3.10-4.00pm	KS2	13.09.23 NOT ON 20.09 & 22.11	13.12.23
Wednesday—Outside	Football Private Provider	3.15-4.15pm	Yr 1 & 2	06.09.23	18.10.23
Thursday—Hawks Class	Homework—Mrs Phillips	1-1.30pm	Yr 6	14.09.23	07.12.23
Thursday—in Library	Spanish Private Provider	3.15-4.15pm	All Ages	14.09.23 NOT ON 19.10 & 09.11	07.12.23
Friday—Playground (meet at school office)	Table Tennis Miss Beattie	8am	Yr 5 & 6	15.09.23 NOT ON 08.12 & 15.12	01.12.23
Friday—Falcons Class	Sketch Club Mrs McAteer	12.50-1.25pm	KS2	15.09.23	08.12.23

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 relating to that application"*, then it will not be authorised. **We will therefore not authorise any holidays.**

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.

Holidays 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 (e.g. a holiday).* **Please note it includes cumulative absence over a 3 month period (several unauthorised absences that total 5 days within a 3 month period).**

The amount payable on issue of a Penalty Notice is £60 per parent per child if paid within 21 days of receipt of the notice, rising to £120 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 will 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 90%. Please be aware that this may take quite a few months.

Surrey Inclusion Officer (previously Education Welfare Officer)

The Surrey CC Inclusion Officer (Mrs Beverly King) also comes in half termly and conducts register checks and she may contact parents if children are consistently late or there are concerns about attendance.

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	4th September	School starts
Monday	11th September	Year 2 Superhero dress up day
Friday	15th September	Year 6 class assembly 10am- Hawks
Tuesday	19th September	Year 4 Stone Age dress up day
Thursday	21st September	Year 3 Egyptian dress up day
Friday	22nd September	Year 6 class assembly 10am- Falcons
Friday	29th September	Year 2 class assembly 10am- Caterpillars
Monday	2nd October	Individual & sibling photos (only siblings in the school)
Thursday	5th October	9am Year 3 book look in wild garden
Friday	6th October	Year 2 class assembly 10am- Dragonflies
Tuesday	10th October	9am Year 4 book look in wild garden
Tuesday	10th October	2.30pm Year 5 book look wild garden
Wednesday	11th October	2.30pm Year R book look in wild garden
Thursday	12th October	9am Year 2 book look in wild garden
Thursday	12th October	2:30pm Year 1 book look in wild garden
Friday	13th October	Year 5 class assembly 10am- Puffins
Friday	13th October	2.30pm Year 6 book look in wild garden
Tuesday	17th October	Parents Evening 3.20-5.30pm
Thursday	19th October	9.15am Junior Harvest Assembly
Thursday	19th October	11am Infants Harvest Assembly
Thursday	19th October	Parents Evening 3.20-5.30pm
Two week half term	23rd October— 3rd November	Half term
Thursday	9th November	Open evening 5-6.30pm
Friday	10th November	Year 5 class assembly 10am- Penguins
Wednesday	15th November	Year 3 Robins trip to Pizza Express
Thursday	16th November	Year 4 class assembly 10am- Woodpeckers
Tuesday & Wednesday	21st & 22nd November	Flu immunisations
Thursday	23rd November	Year 4 class assembly 10am- Kingfishers
Wednesday	29th November	Christmas fair 2.45-4.30pm
Thursday	30th November	Christmas assembly for year 3 at 2.15pm

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	1st December	Christmas jumper day
Friday	1st December	Christmas assembly for year 5 at 2.15pm
Monday	4th December	Christmas assembly for year 4 at 10am
Tuesday	5th December	Year R advent assembly at 10am
Wednesday	6th December	Year 6 Christingle at St Marks Church at 2pm
Thursday	7th December	Christmas assembly for year 1 at 10am
Friday	8th December	Christmas jumper day
Friday	8th December	Christmas assembly for year 2 at 10am
Thursday	14th December	Christmas jumper day (to be worn over uniform)
Friday	15th December	1pm Carols around the tree. Pupils break up at 1.20pm



Refresh Café

Connecting with the community

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

FREE.

All welcome

St Mark's church
Bonsey Lane
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Church Street, Old Woking, Surrey, GU22 9JE

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