

Westfield Primary Head's Newsletter— January 2024



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We hope this newsletter finds you well and that you had a wonderful Christmas break. As we embark on the new term, we extend a warm welcome back to all children and parents. The coming months are filled with exciting activities and events for the children to look forward to.

We finished the term with some very Christmassy assemblies and carols around the Christmas Tree, which left us all feeling very festive as we broke up for Christmas.



This month, we will be delving into the art theme of "Take One Picture," which will be integrated with some writing from our talented children, to give rise to a new whole school display. We look forward to seeing their creativity as they explore this theme.

In addition to our art-themed activities, we have planned a Maths Week, Aim High workshops, and of course the much-anticipated Young Voices event at the O2 arena.

As we brace for the potential colder weather in the coming months, it is important to revisit our procedures and share some essential reminders to ensure the safety and well-being of our community.

In the event of **adverse weather conditions necessitating the closure of the school, announcements will be made on our school website: www.westfield.surrey.sch.uk. We will also send a text message to all parents to communicate the closure.**

We ask you to remain vigilant of any potential school closures by regularly checking the school website in snowy weather conditions and ensure that your mobile number is up to date with the school office.

If wintery conditions set in, it is crucial for children and parents to exercise caution during their journey to school. We would like to highlight that **Bonsey Lane can become treacherous in icy conditions**, and the pedestrian paths may not always be treated by the local council. Therefore, we urge parents, carers and children to walk with extreme care and to **avoid driving down Bonsey Lane if the road conditions become icy.**

If you think the weather will leave your child(ren) with wet feet, they may wear more sturdy footwear, such as wellington boots, on their way to school and change into dry school shoes upon arrival. Thank you for your cooperation and understanding during these wintery months are greatly appreciated.

Finally, we say "farewell" to Mrs Kerry Hudson in the office this month as she begins her maternity leave, and welcome Mrs Sally Walker. We said farewell to Mrs Paulette Poffley at the end of term and welcome Miss Tahira Shahzad, who will be joining us as Caterpillars class teacher every Thursday and Friday.

We look forward to the term ahead filled with learning and exploration.

We wish you all a very Happy New Year!



Well-being and Mental Health at Westfield.

Happy New Year! We hope you all found some time in the holidays to recharge and practice activities to support yours and your families wellbeing. Following the 5 Ways to Wellbeing (as we do in school) can really help support everyone's wellbeing.

Last term our six Wellbeing Ambassadors were extremely busy supporting the school community's wellbeing, below is an update from them.

Update from Wellbeing Ambassadors...

We are the Well-being Ambassadors from Year 5 and 6. We have been working so far this term on things to improve the well-being in classes and enabling ways to celebrate and support people's feelings. So now, we are welcoming a new bright face to Westfield. The Well-being Walrus! He will be provided to every class in the school. We hope this new arrival will bring joy! We also have new Buckets of Happiness for each class. They are for your children to put their positive thoughts, feelings and experiences in - linking to our green Zone of Regulation. KS2 were introduced to these in an assembly earlier in the Autumn term and KS1 classes have had visits from us, the ambassadors. If your child ever feels like they want to speak to someone about the Buckets of Happiness or the Well-being Walrus their teacher or any of the well-being team would be delighted to help! We hope everyone enjoys the new resources provided.



Last term, we set an optional challenge and asked the children to make a Christmas card, so that every household at the Mayford Grange retirement village had a card to open. A huge thank you for all the fabulous cards that were sent in for our friends at Mayford Grange retirement village. Thanks to all of you, we were able to give every household a handmade Christmas card this year. Not only does this create a positive connection within our community (benefitting the wellbeing of both the giver and receiver), it also helps to combat loneliness at this time of year.



We hope you enjoyed last month's Action for Happiness calendar (Do Good December). This month the theme is Happier January and it can be found [HERE](#).

Children and Young People's Emotional
Wellbeing and Mental Health Service



If you need support now, here's what to do

If you're in immediate danger:
call 999

If you have an urgent need, call our
crisis team on 0800 915 4644 . It's open
24 hours a day – 7 days a week.

If you're not in a crisis, but still need support ...

If you do not need urgent support, you can talk to your mental health lead in school. They are there to listen and support you with your mental health and wellbeing. If you do not know who this is, talk to a member of school staff you trust and they will be able to help you.

Visit our website, www.mindworks-surrey.org – this offers a wide range of information which can help your mental health and wellbeing. We have resources such as [My Safety Plan](#) and [self-help tips](#) to help guide you through your wellbeing during challenging times. You'll find links to useful websites, recommended reading , plus coping strategies to help you through difficult times.

We are partnered with Kooth, who are a digital mental health platform providing confidential support for all young people. Here you can access forums, activity centres, messaging and live counselling. You can get support when you need it, with no waiting lists or need to be referred by an adult. Visit www.kooth.com for more information.

Sometimes it might feel easier to message/ text about how you are feeling and there are many places you can do this:

- **Shout** : is a free, confidential, 24/7 text support service for anyone in the UK who is struggling to cope. To start a conversation, text the word 'SHOUT' to 85258.
- **Chat Health** : is a safe and easy way for you to speak to a qualified health professional. They provide information about services near you that can provide support. Contact them through their website www.chathealth.nhs.uk

The CYP (Children & Young People) Haven is a safe space for any child or young people aged 10–18 to go where they can talk about worries and mental health in a confidential, friendly and supportive place. Scan the QR code for more information.



We also work closely with young people groups such as Amplify, their contact email amplify.mindworks@sabp.nhs.uk and Surrey Youth Voice, where your voice can help us help other young people's mental health and wellbeing services across Surrey and North East Hampshire. Contact them on 01483 519 464 or user.voice@surreycc.gov.uk

Mindworks Surrey provides a dedicated out-of-hours helpline for parents and carers of children with suspected or diagnosed neurodevelopmental needs such as ASD and or ADHD. It's open 5 pm–11 pm, seven days a week. Call 0300 222 5755.

Mindworks Surrey also offers a range of groups and youth clubs for both children and young people. These are all open to self-referral and you can find out more information on our website by scanning the QR code.



The Mindworks Access and Advice Team can also provide support in signposting you to more help.
Call them on 0300 222 5755.

Find out more at
mindworks-surrey.org



Online safety

Did your child get new devices over the holidays? We would like to draw your attention to this website with lots of help on how to set up new devices with parental controls:

www.internetmatters.org/parental-controls/

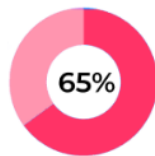
What are parental controls?

Parental controls are the names for a group of settings that put you in control of what content your child can see. Combined with privacy settings, these can help you protect your children from inappropriate content, online grooming, cyberbullying and other online safety issues.

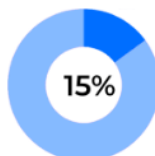
Remember that parental control settings are only one part of online safety. Make sure to keep having regular conversations about their online lives to stay on top of any issues that come up.



More than nine in ten parents of 5-15s who use parental control software consider it useful ¹ [↗](#)



65% of young people aged 11-16 are in favour of the controls ² [↗](#)



15% of Teens say parental controls and restrictions should only be taken away once they're over 18 years of age ³ [↗](#)

For example—did you know that you can set up a supervised account on Youtube?

1. Get started with a supervised account

This is great for parents who want to allow their child to transition from YouTube Kids to supervised access to the main YouTube platform.

To create a supervised account: There are four different ways to access this. The following steps were completed from the YouTube app on a parent's device:

Step 1 – Create and manage a Google Account for your child with Family Link. If you already manage a Google Account for your child with **Family Link**, skip to the next step.

Step 2 – Sign in to YouTube with the Google Account you use as a parent manager of your child's account.

Step 3 – Go to your profile picture.

Step 4 – Select Settings then select Parent Settings.

Step 5 – Select your child and follow the next steps.



Year 6 Christingle Service



Year 6 visited St Mark's Church, to take part in their annual Christingle Service. The children made Christingles (an orange, which is wrapped in a red ribbon, has 4 cocktail sticks with sweets on, and holds a candle) and learnt about the symbolism for Christians: that Jesus is the light of the world and provides sweet things around the world, for everyone. They had learnt some songs to sing and enjoyed reflecting on the beauty of the lit Christingles.



Christmas



Christmas Fair & Grotto

A huge thankyou to The Friends of Westfield (FOW), and all the parents helpers that made the fair such an amazingly fun event. The cake donations this year were outstanding and we are celebrating them in some of the pictures below. Snowball, The Elf, was also at the fair to see the children. The FOW also arranged for Santa to be in school for a day to see the children in his grotto.



The Friends of Westfield

We are very fortunate to have such a proactive and hard working FOW. They organise the Christmas and Summer fairs, Santa's grotto, discos , online auctions, cake sales, ice cream sales and many more events throughout the year.

The money they raise comes straight to the school and they fund things such as:

the fencing around the pond, renovations and decking in the wild garden, the art room, workshops, the coronation mugs, the Christmas panto and musical instruments.

Many of these events do rely on additional volunteers to go ahead. Please do look out for their emails and help them if you are able to.



Westfield Heroes

It's nice to be nice and if a member of Westfield staff made you smile then let us know and we will pass on your comments to them. It can be for absolutely anyone in school and for any reason - we'd just like to know! Maybe someone in the office was super helpful, someone made your child smile, your class teacher or LSA went the extra mile, or you were helped by a Well-Being Assistant or Nurture Lead, SENCO or Inclusion Leader, or you just want to say thankyou. Please click on the link and fill out the form it will take you to, then just add in the information about the Westfield Hero.

[Click](#) for the Westfield Hero form.



Some winter weather reminders...

As the wintery months begin we would like to remind you that in the event that the school needs to be closed due to bad weather conditions, Surrey schools make announcements on their school website. Ours is www.westfield.surrey.sch.uk

We will also send a text message in the event that the school needs to be closed.

If the weather looks questionable, please continue to check the website and look at your phone messages (in case the website fails), we wouldn't want your child to set off for school only to find we are closed. **Please ensure the school office has your up to date mobile number.**

Should weather conditions turn cold we ask that:

Students and parents should be mindful of their journey to school and allow extra time. **Bonsey Lane is often treacherous and the pedestrian paths have in the past not been treated by Surrey County Council. So we ask that parents/ carers bringing children to school should walk with extreme caution and avoid driving down Bonsey Lane at all if road conditions become icy. THANK YOU!**

When bringing children to school they may come in wearing alternative sturdy footwear (boots) and should change into dry school footwear on arrival.



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 HOE-BROOK 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.



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.

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-Bumblebees	Story club Mrs Thomas	12-1pm	Reception—by invitation only	8th January	18th March
Monday-Butterflies	Phonics club Mrs Wallis	12-1pm	Reception—by invitation only	8th January	18th March
Monday— Hall	Karate Private Provider	3.10-4.15pm	Yr 1—6	8th January	5th February
Monday— Library	French Private Provider	3.20 -3.55pm	Yr 1 & 2	TBC	TBC
Monday-Outside	Tag Rugby Mr Clarke	3:10-4:10	Year 5 & 6	8th January	18th March
Tuesday-Penguins Class	Mindful colouring and craft Miss Hillier	8am	Year 5 & 6	9th January	19th March
Tuesday-Robins Class	Board Games Club Mrs Lee	12.40 -1.10	Year 3	9th January	19th March
Tuesday-Hawks Class	Book Club Mrs Phillips	12:45 - 1:15	KS2	9th January	26th March
Tuesday— Outside	Football Private Provider	3.15-4.15pm	Years 3-6	9th January	19th March
Wednesday— Caterpillars Class	Writing booster club Mrs Banks	8am	Y2 by invitation only	10th January	13th March
Wednesday-Woodpeckers Class	Photography club Miss Mulvihill	8am	Years 3 and 4	17th January	20th March
Wednesday-Puffins Class	Maths Booster Miss Beattie	8am	Year 5	17th January	20th March
Wednesday-Owls class	Sign language club Miss Malhotra	12:45-1:10pm	Years 3 & 4	10th January	27th March
Wednesday The Nest	Wool Club Mrs Clarke	12.40-1.15pm	Year 4	9th January	13th March
Wednesday— Outside	Football Private Provider	3.15-4.15pm	Years 1 & 2	10th January	20th March
Wednesday— Symphony Suite	Choir Mrs Carey	3:15- 4pm	KS2	10th January	13th March
Wednesday— gym	Dance Woking Private Provider	3.10pm-4.10pm	Years 2 & 3	10th January	20th March
Thursday— Beetles class	Phonics booster Mrs Carey & Mrs Dearden	8:10- 8:35 am	Year 1 by invitation only	Thursday 11th January 2024 (excluding Thurs 8th Feb)	14th March
Thursday-Library	Spanish Private Provider	4:10 - 4:15 pm	All Ages	11th January (No lessons on the 8th and 15th February)	21st March
Thursday-Outside	Multi Sports-Private Provider	3.15-4.15pm	Years 1 & 2	11th January	21st March
Friday— Falcons class	Sketch Club Mrs McAteer	12.45-1.15pm	Years 4 & 6	12th January	22nd March



Dress to Express Day! Monday 5th February.

This mufti day will mark the start of our Children's Mental Health week. During the week we will take part in workshops, share an assembly and do fun activities. The overarching theme is: My voice matters.

On Monday 5th February the children can come to school in their own clothes. The idea is that they can express themselves through their clothing, for example, they may be happiest in their comfiest clothes, or their very best clothes, the sports clothes of their favourite team or a favourite dressing up outfit (perhaps a superhero, fairy, Disney or Marvel character etc).

The only thing we ask is that all clothes and footwear are suitable for an active day in school, and that no jewellery (except plain ear studs for those with pierced ears) is worn (as our uniform policy states).



WESTFIELD PRIMARY DATES FOR YOUR DIARY

Whilst we endeavour to keep the school dates fixed, we sometimes need to change these and ask for your support with amendments.

Wednesday	3rd January	Pupils return for Spring Term
Friday	12th January	10am Robins class assembly
Wednesday	17th January	3.15pm-3.45pm Year 6 parents meeting in Hawks about mock SATS
Friday	19th January	10am Owls class assembly
Monday -Thurs	22nd-25th January	Year 6 mock SATS
Friday	26th January	10am Beetles class assembly, followed by a book look
Friday	2nd February	10am Ladybirds class assembly, followed by a book look
Tuesday	6th February	Parents evening in school hall 3.20-5.30pm
Wednesday	7th February	Wellbeing afternoon 2.30pm-4pm. Parents may come early, and then collect children at normal time and take them to the event.
Thursday	8th February	Parents evening in school hall 3.20-5.30pm
Friday	9th February	10am Year R joint class assembly
Monday-Friday	12th—16th February	Half Term week
Friday	23rd February	10am Puffins class assembly
Wednesday	28th February	Owls class trip to Pizza Express
Friday	1st March	10am Penguins class assembly
Thursday	7th March	Book day—dress up day
Friday	8th March	10am Hawks class assembly
Tuesday	12th March	Class and year 6 leavers photos
Thursday	14th March	Millers Ark Farm to visit Year R classes
Friday	15th March	10am Falcons class assembly
Thursday	21st March	9.15am—KS2 Easter assembly
Thursday	21st March	11am—KS1 Easter assembly
Wednesday	27th March	Term finishes at 1.20pm
Monday	15th April	Summer term starts