

Witley C of E Infant School

Newsletter no. 1 Autumn Term

Wednesday, 3rd September



Learn, love and flourish together

Our value this term is friendship



“Encourage and help each other” - 1 Thessalonians 5.11

Welcome Back!

Dear parents/carers and children

We hope you have all had an enjoyable summer and we are all looking forward to seeing Year 1 and 2 tomorrow at the normal time of 8.45 am.

Mrs Willgoose and myself will be visiting our new Dolphin Class over the next couple of days and the children will be joining us on Monday. Over the summer Dolphin Class has benefited from new flooring as well and the redecoration of their cloakroom. It's looking very smart!

End of the day

Starting tomorrow our main gate will not be open before 3 pm for parents/carers, allowing time for our outdoor PE lessons to finish.

Year 2 Macmillan coffee morning on Thurs, 25th September at 9.05 am – 10 am

All parents and pre-school children are invited. Please enter the Jubilee Hall via the staff car park where our children will serve coffee, tea and cake! Please bring cash – sorry, no card payments (the children will be sorting and counting the coins).



Can you donate a cake, biscuits or teabags for our Macmillan Coffee morning? Please bring your donations into school on Wednesday, 24th. Thank you.

Lightweight coats and shoelaces

With the rain starting to set in, please ensure your child has a **lightweight** waterproof coat (pac-a-mac). Heavy coats tend to be too warm for them, so a simple lightweight one would be perfect. Can we also remind you that shoelaces are not allowed, Velcro only please.

Google Classroom and 'Meet the Teacher' dates

Please be patient with us while we set up your new Google classrooms for everyone. The office is incredibly busy at this time. We have arranged our 'Meet the Teacher' sessions week beginning Monday, 15th September. Please check out the school calendar further on in the newsletter.

Medication

If your child requires regular medication to be kept at school, such as an inhaler, please remember to bring in their medication and complete the relevant forms in the office.

School tour dates

We have a number of tours for children starting school in September 2026. The first two on Thurs, 2nd /3rd October are fully booked. Please ring the office to book a date, children are welcome to join you.

Autumn Term Prospective Parent Tour Dates:

Thursday, 2nd October 2025 - 9.05am

Friday, 3rd October 2025 - 9.55am

Wednesday, 15th October 2025 - 9.05am or 10am

Friday, 17th October 2025 - 9.45am

Good luck to everyone tomorrow!

Mrs Szczepanski and all the staff



A reminder that we are a nut free school and please do not bring bananas in lunchboxes due to individual pupil allergies.

Safeguarding is everyone's business

Our Designated Safeguarding Leads (DSL) are:

Helen Szczepanski – Headteacher – Lead DSL

Becky Latham – School Business Manager – Deputy DSL

Phillipa Allison – SENCo - Deputy DSL

Sarah Dutton – Home School Link Worker – Deputy DSL

If you have any concerns about a child, please report to one of the DSL's as soon as possible the same day.

DAY	DATE	ACADEMIC YEAR 2025 -26
Weds	03.09.25	INSET DAY NO. 1 – SCHOOL CLOSED
Th	04.09	Year 1 and Year 2 return at 8.45 am/EYFS Home visits
Fri	05.09	EYFS Home visits
Mon	08.09	EYFS – all children in until 1.10 pm
Tues	09.09	EYFS – all children in full time until 3.15 pm
Mon	15.09	Year 2 Meet the Teacher – 2.45 – 3.10 pm in Puffins Class
Tues	16.09	Year 1 Meet the Teachers – 2.45 – 3.10 pm in Penguins Class
Weds	17.09	EYFS Meet the Teacher/curriculum and Little Wandle phonics 7.30 – 8.30 pm in Dolphins Class
Thurs	25.09	Year 2 Macmillan Coffee morning 9.05 am – Jubilee Hall, all parents invited
Th	02.10	Prospective Parent 2026 tour 1 – 9.05 am FULLY BOOKED
Fri	03.10	Prospective Parent 2026 tour 2 – 9.55 am FULLY BOOKED
Tues	07.10	Individual photos - am
Wed	15.10	Prospective Parent 2026 tour 3 – 9.05 am and Parent tour 4 – 10.00 am
Fri	17.10	Prospective Parent 2026 tour 5 – 9.45 am
Fri	24.10	Last day of term – finish at 3.15 pm
		HALF TERM – 27 October to 31 October
Mon	03.11.25	INSET DAY NO. 2 – SCHOOL CLOSED
Fri	19.12.26	Last Day of term – early finish at 1.05 pm.
Mon	05.01.26	INSET DAY NO. 3 – SCHOOL CLOSED
Th	12.02	Last day of term – finish at 3.15 pm
Fri	13.02	INSET DAY NO. 4 – SCHOOL CLOSED
		HALF TERM – 16 February to 20 February
Mon	23.02	First day of term

Fri	27.03	Last day of term – early finish at 1.05 pm
Mon	13.04	First day of term
Fri	22.05	INSET DAY no. 5 – SCHOOL CLOSED
		HALF TERM – 25 May to 29 May
Wed	22.07	Last day of term

ATTENDANCE MATTERS

Just to remind parents/carers that if they take their children out of school without authority for 5 or more days (which do not have to be consecutive), then the following will apply:

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/carers 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/carers 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/carers 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.