



MANBY LODGE INFANT SCHOOL

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HEADTEACHER: MISS M. MORRIS

Headteacher Newsletter – 2025-26 – Number NINE – Friday 16th January 2026

Dear Parents and Carers

Welcome back to school and the Spring Term.

FOML Christmas Fair

Wow! I can't believe how much money was raised at the Christmas Fair. Thankyou so much to the parents, carers and friends who helped run the Fair. It was a wonderful event and I hope everyone enjoyed themselves.



For anyone who may have missed the phenomenal amount raised, it was a whopping amount....
... £7151.25!

The Fair itself raised £5951.25 and then through capitalising on Match Funding, FOML were able to increase this amount to the figure above, a little over £7000! So...



...Yes you! Please see the attached flyer about Match Funding – with very little work we may be able to double money raised at FOML events.

Do you, or anyone you work for work at these companies?

KPMG	Marks & Spencer	Barclays	Sky Broadcasting
Smithkline Beecham	Deutsche Bank	Morgan Stanley	
Exxon Mobil	Microsoft Corporation Inc	Shell	

Please check the lists on the flyer for the much longer list.



Congratulations to Caroline! Twenty years of working at Manby Lodge!

Please join me in congratulating, and thanking, Caroline Cronin, (who works in our Front Office) who celebrated 20 years of working at Manby Lodge Infant School.



Your child's attendance

I need to remind all parents and carers that NO term time holidays will be authorised this year, unless they are deemed to be for 'exceptional circumstances' – weddings, ceremonies and funerals are considered exceptional.

As parents, you have a legal responsibility to ensure your child's attendance at school. During the academic year, pupils are at school for 190 days and at home for 175 days.

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

. Unauthorised absence of 5 days or more will result in the following action being taken:

1. If you have not incurred a penalty notice relating to this child/children 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.

The Headteacher will consider the reasons for the request carefully and will notify you of the decision. In the absence of a decision, parents/carers cannot assume that permission for the absence has been given.

There is more information available on our website on this page: [Attendance, absences and punctuality | Manby Lodge](#).

This is a link to our [School Attendance Policy](#).

You may also find this NHS Guidance helpful: [‘Is my child too ill for school?’](#)

Learning Animals

Today three children in each class will receive a **Proud Post** for being a **‘Responsible Penguin’**.

As per my message to parents last week, we will no longer be giving our Proud Posts to children for meeting our Behaviour Expectations (Safe, Ready, Respectful).

Instead, each week we will introduce children to one of our 7 Learning Animals. The Animals are based on the Characteristics of Effective Learning, which are a fundamental aspect of the Early Years Foundation Stage Curriculum (EYFS).

Three characteristics of effective teaching and learning are:

Playing and exploring – children investigate and experience things, and ‘have a go’.

Active learning – children concentrate and keep on trying if they encounter difficulties, and enjoy achievements.

Creating and thinking critically – children have and develop their own ideas, make links between ideas, and develop strategies for doing things.

These animal characters help our children to remember the key characteristics that will help them with learning, not only while they are in Year R, but as they move through Year 1 and Year 2. For more information see details on our website on this page: [Vision and Values | Manby Lodge](#)



Parking for drop-off and pick-up

Please remember that the car park next to the Cricket Green is a public car park, not owned by the school. We are also fortunate that there are spaces in the residential streets around our school.



Please demonstrate considerate parking when using the Cricket Green Car Park, or neighbouring streets.

- Don't block drives or park in the Barrington Lodge Parking spaces.
- Park so that there is room for someone to walk past your car with a buggy, if you are mounting the curb.
- Be thoughtful about where you park. The double yellow lines are there for a reason. Don't park on the double yellow lines or the zig zags.
- Please also remember to turn off your engine so that your car is not idling to reduce pollution.

These reminders are to help to keep all our Manby Lodge children, and their families, SAFE!

We have been asked to share this guide for parents from the Children's Commissioner for England, Dame Rachel De Souza: ['What I wish my parents or carers knew...': A guide for parents and carers on managing children's digital lives | Children's Commissioner for England](#)



Lettings

Are you looking for somewhere for your child's birthday party? Please remember that in school we have rooms and spaces to let – there are further details available on this page:

[Manby Lodge School Spaces to Hire | Manby Lodge](#)

Policies page

In case any of you were not aware, school policies that pertain to parents are available on our school website. [Policies | Manby Lodge](#).

Have a good weekend.

Kind regards,

Miriam Morris

Safeguarding

If you are concerned about any child's welfare, please record your concern, and any observations or conversation heard, and report to one of the DSLs as soon as possible.