



MANBY LODGE INFANT SCHOOL

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HEADTEACHER: MISS M. MORRIS

Headteacher Newsletter – 2025-26 – Number THIRTEEN – Friday 20th March 2026

Dear Parents and Carers

I find it difficult to believe that this is my final Newsletter of the Spring Term. It's been a short but jam-packed term! Thank you for your ongoing support for Manby Lodge and involvement in school life. There were lots of entries for all the **Book Week competitions** and Mrs Hughes has selected the winning entries. We will award prizes in assembly next week – watch this space!

Staffing

Steve our Caretaker will be leaving us after the Easter holidays, so the last day he will be in school is next Friday 27th March. We are in the process of recruiting a replacement for Steve. Please join me in thanking Steve and wishing him all the best for the future. Thank you.

Some of you may be aware that Mrs Nicola Trodd, our Key Stage 1 Lead will be leaving us at the end of the academic year. We are in the process of recruiting to fill her position.

Science week

Lots of children were very excited to tell me about the things they got to try out in the science workshops last week. It is great to be involved in learning like this when children are so young. It makes me wonder how many of our children will grow up and end up working in the science industry in some way or another.



More photos available here - [Newsfeed | Manby Lodge](#)



Air conditioning units in the school hall

I am really pleased to inform you that we will be installing Air Conditioning units into the School Hall during the Half Term holiday in May. We had planned to do this during the Easter holidays, but the company was not available to complete the project at this time.

The cost of these units will be entirely covered by money raised by FOML.



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Mobile phones

At our recent Parent Voice Meeting, we discussed the use of mobile phones in school and how we can guide parents about screen time.

We will be introducing a new approach to mobile phone use on our whole school site straight after Easter. Please see below for more details. With help from our Class Reps we have also created guidance about screen use for parents of children aged 4 – 7 years. We will send this guidance out with this Newsletter and it will also be available on our website on the [Online Safety page](#).

From Monday 13th April, after Easter, we are asking all parents, carers and visitors not to use mobile phones on the school site.

This includes the playground, school entrance areas, corridors and all other parts of the school site during drop off, pick up and when visiting the school for any reason.

Why are we making this decision?

1. It is important to model good phone behaviour to children and demonstrate that we value real conversation and connection. It reinforces the same expectations we have of pupils and shows our children that they deserve our full attention.
2. We want to strengthen communication and community by building valuable opportunities for parents, carers, children and staff to engage in brief but important conversations about the school day.
3. We want to extend our safeguarding procedures so that children cannot be inadvertently captured in photos or videos. It ensures that our safeguarding procedures are robust and consistently applied.

This new guidance will mean that we are in line with what is expected at Cleves Junior School.

What this means in practice

We are asking you to:

- Keep your mobile phone in your pocket or bag when on the school site (we already ask you to do this inside our school building)
- Not make or receive calls whilst on school premises
- Not take photographs or videos (except at designated school events where this is explicitly permitted)
- Not use your phone for texting, social media or any other purpose
- Wait until you have left the school site before using your phone

If you need to take or make an urgent phone call: Please step off the school premises to do so.

School events:

- At designated events such as sports days, performances, assemblies and FOML events such as the Christmas and Summer Fair, we will let you know if photography is permitted
- When photography is allowed, we will remind you of our expectations around sharing images on social media

SEN Summer workshops

We are sending home a flyer with details about SEN workshops for parents, run by *All things autism Ltd*, as they look good!

Polite Reminders

School Uniform

Please make sure that children are wearing simple studs only if they have pierced ears. **This is to keep children safe.**

Hair that is longer than shoulders should also be tied up fully. We ask this as it helps to reduce the spread of nits if one child gets nits! It is also safer as our children are very active.

Parking

Please remember to be considerate to other road users when parking at drop-off and pick-up. Barrington Lodge is a residential street, and parents should never park in the residents private car parking spaces, nor should they block driveways when parking. The Cricket Green Car Park is a public space, and parents should be mindful not to block one another in.

Try to be thoughtful about other people, particularly pedestrians on the footpath when you park your car on the pavement outside of school.

If someone with a buggy can't get through the space between a parked car and the fence, then they are put in danger if they must walk with their children in the road. Thank you for your cooperation.

It is busy around school at drop-off and pick-up. Please park your car further from school and walk to school if you can. Roads further from school are free and the car park at York Road is free for 30 minutes. <https://www.elmbridge.gov.uk/parking-and-roads/car-parks/find-car-park/york-road-car-park>

Have a good weekend all.

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.

[More information about Safeguarding can be found here.](#)



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