



## MANBY LODGE INFANT SCHOOL

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HEADTEACHER: MISS M. MORRIS

### **Headteacher Newsletter – 2025-26 – Number SIXTEEN – Friday 8<sup>th</sup> May 2026**

Dear Parents and Carers,

#### **New Catering company information – Nourish**

I'd like to share details of the new Catering company we have agreed will take over from our current catering company (**Twelve 15**) from September 2026. Along with a cluster of eight other schools, we went through a rigorous tender process involving five catering companies. All the eight schools in the cluster have appointed the same company.



We are delighted that we'll be working with Nourish. Nourish only provides catering to the education sector, and their flexibility, dedication to healthy nutritious meals and approach to sustainability, makes them seem as though we will be able to work with them extremely well. I attended the final part of the tender process with Helen Smith (our Lead Midday Supervisor) and Helen Plummer (our Business Manager) and we tasted a lot of their food. It was delicious!

Between now and July, we will be working with Nourish to create a menu for September that is line with what we want for our school and that provides our children with the best lunch we can.

We've attached two flyers from Nourish for your information. There is also lots of information on their website - <https://www.nourishcontractcatering.co.uk/>



#### **London Mini Marathon**

Well done to the 25 children (and their parents!) who ran in the London Mini Marathon on Saturday 25<sup>th</sup> April. For each child who made it to the finish line, our school receives £25.



We know that lots of children wanted to take part in this event, and we're sorry if your child wanted to run but was not picked from the hat.

There are more photos available of the children who took part [here](#).

#### **Walk to Schools Week**

While we are on the theme of exercise, the week commencing the 18<sup>th</sup> May is Walk to Schools Week.

Children will bring home information about this initiative next week.



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## **Parent Voice Minutes**

Please see the minutes from the Parent Voice Meeting a couple of weeks ago sent along with this Newsletter. As always, thank you to the Class Reps for giving your time to attend this meeting.

Parent Voice Minutes are also available [on this page on our website.](#)

## **Transition to a new year group**

The focus of the Parent Voice meeting was transition. As we have done for the last few years, we will be mixing the children into new classes when they move up to Year 1 and Year 2. We also provide Cleves with lists of children for them to put children moving to Year 3, into classes of 30.

## **There are lots of details about how carefully teachers do this in the Parent Voice Minutes.**

We are very considered with our transition plans, and the impact is normally a very smooth transition to the new year group.

We will trial the new Year 1 and Year 2 classes a few times before the day where all children move up to their new class and meet their new teachers.

## **OPM – Oak Processionary Moths**

Hopefully you will all be aware that there are signs on the oak trees on the Cricket Green to guide you to stay away from the trees due to possible OPM nests.

On our school grounds, we are having the trees sprayed today – this is part of our prevention measures so that we don't get OPM nests in our trees.

## **FOML events FOML events**

I hope that those of you who attended enjoyed the Parents Quiz a couple of weeks ago. I'm very pleased to share that it raised approx.. **£2500! Wow!**

We are also looking forward to the Year R Cake Sale on Friday 22nd May.  
**(Please note change of date)**



Also, a reminder that it will be a Mufti Day on that same day (Fri 22nd May) with donations requested from FOML for the Summer Fair. **The Summer Fair will be held on Saturday 6th June.**

The FOML will be using funds raised to help the school in several ways this year. In the next half term holiday, we will be having air conditioning installed in the school hall.

**This installation is being funded entirely by money raised by FOML.**

## **POLITE REMINDERS:**

### **Playground rules after and before school - Please remember the following:**

- Children are not allowed to use the Trim Trail before or after school.
- No scooting or cycling in the playground before or after school.



**These rules are in place to avoid accidents. Please help us to keep everyone safe.**

### Suncream, sun hats and sunglasses



As it gets warmer, please remember to put sun-cream on your child, ideally one that lasts at least 8 hours, and remember to send them with water, a sun hat and sunglasses.

Please do not send children into school with suncream as they should not be applying it themselves. There is a risk that children share suncream with one another, which poses a risk to other children who may have allergies.

**It helps return lost items to their owners if all hats and sunglasses are clearly labelled with your child's name.**

### Wraparound Rainbows – late collections

Please can parents call Wraparound Rainbows when they are going to be delayed picking up children. It is a matter of courtesy. We know that sometimes trains are delayed.

**TELEPHONE NUMBER: 07701 217536**

Thank you.



### Wraparound Rainbows – T&Cs

Finally, we have updated the T&Cs for Wraparound Rainbows.

The addition is minor, with staff at Cleves, Oatlands and Manby having priority access to Wraparound Care at each school as part of our ongoing partnership work across our three schools.

[Please see the updated T&Cs on our website.](#)

### 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/carer 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.



Artsmark  
Silver Award  
Awarded by Arts  
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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/carer 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/carer 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?](#)'

Have a lovely weekend!

Kind regards,

*Miriam Morris*

**Safeguarding:** This is a reminder that you can find lots of information about our Safeguarding procedures and related policies on the Safeguarding page on our school website. Please follow [this link](#).



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