



MANBY LODGE INFANT SCHOOL

PRINCES ROAD, WEYBRIDGE, SURREY KT13 9DA
(Entrance via Queens Road)
Tel: 01932 851848
E-mail: secretary@manby-lodge.surrey.sch.uk

HEADTEACHER: MISS M. MORRIS

Headteacher Newsletter – 2025-26 – Number NINETEEN – Friday 26th June 2026

Dear Parents and Carers,

On Monday next week children will be told which class they will be in from September, ready for the Move Up (Transition) Day on Tuesday. Details of classes and staffing can be found in the table below. As you can see there is very little change planned.

Year Group	New Class name	Teacher	Teaching Assistants
Year R	Duckling Class	Mrs Georgie Hughes (EYFS Lead)	Mrs Marianne Stokes and Mrs Ayse Big (both all day)
Year R	Gosling Class	Mrs Rebecca Cox-Wilson	Miss Hayley Pender (all day) Mrs Emily Burton (am) Miss Jade Nicholls (pm)
Year R	Cygnets Class	Mrs Erika Keene (Mon – Wed) and Mrs Holly Mullan (Wed – Fri)	Mrs Dharani Jayakumar (all day) Mrs Michele Tobin (am) Mrs Naomi Kaill (9.20 – 2.30)
Year 1	Fox Class	Mrs Emma Giles (Key Stage 1 Lead)	Miss Liberty Howe (all day)
Year 1	Hedgehog Class	Miss Faith Stevens	Miss Jade Nicholls (am only)
Year 1	Squirrel Class	Mrs Sammy Maxmilan	Mrs Tanya Kelly (all day) Mr Inigo Browning (am)
Year 2	Tiger Class	Mrs Jacqui Short	Mrs Neha Srivastava (all day)
Year 2	Leopard Class	Miss Jordan Samuel	Mrs Helen Philipps (all day)
Year 2	Lion Class	Mrs Mironika Webber (Mon – Wed) (maternity cover - new member of staff) and Mrs Tracy Stanford (Wed – Fri)	Mrs Bianca Croft (am only)

Over the weekend, and on Monday evening you could look at the photos of the teachers and staff on our website with your child. To do so, please follow this link: [Meet Our Staff | Manby Lodge](#)

On Tuesday most Year 2 children will be visiting Cleves. Any children not going to Cleves will stay at Manby for the day.

Year 1 and Year R children should be dropped at their normal classroom to be registered. They will then be introduced to their new class teacher and spend the whole morning in their new class.



2023-2026



ACTIVE SURREY 2018/19



Staff have spent a long time working on the best class mixes and have responded to parents where they have made specific requests about their child.

The staff have also already been getting to know the children and there will be further transition activities before the end of term. More information about transition can be found on the Parent Voice page here: [Current-arrangements-for-Transition-July-2026.pdf](#)

If you have any questions about transition, please speak to your child's class teacher directly.



Wraparound Rainbows

For current Year R and Year 1 families who use Breakfast or Afterschool Club and have a permanent booked space, we will assume that you want to keep the same arrangements for September 2026.

ACTION required: If you do wish to cancel your space or change your preferences please email Wraparound Rainbows on rainbows@manby-lodge.surrey.sch.uk

Please note due to staff ratios and space we cannot guarantee that any changes to preferences will be able to be immediately met.

Nourish Catering Company

I hope you are aware that from September 2026 catering for children's lunches at Manby Lodge will be provided by a new catering company, called Nourish.



Nourish have already been working with us to create a new menu that is in line with the kind of food we want to provide your children with. For example, this includes a mix of starters and desserts, rather than a pudding every day.

Nourish has asked us to share this video with you:

<https://foster-studios.fromsmash.com/NCC-Primary-Parent-FINAL>

In September, after the summer holidays, we will share the new menu for school dinners with you.

End of year reports

This year, like last few years, we will be sending home end of year Annual Reports on Friday 17th July, via email.

It is very important that you ensure that our school office team have your current email address.

On Monday 20th July there is a dedicated session after school for any parents who would like to discuss the reports directly with their child's class teacher. Attendance at this session is not mandatory: you only need to book an appointment if you have any issues with your child's report.

Updates to our RSE (Relationships and Sex Education) Policy

Earlier in June, Mrs Giles (our PSHE Lead) led the presentation about our Changing Me unit of work for PSHE, and she also shared the updates we plan to make to our RSE (Relationships and Sex Education Policy). We created a survey so that we could gather the views of parents.



We sent out the updated RSE Policy and a link for parents to the survey, but we have not had any responses!

If you have missed the link, and you would like to respond, here it is again: [CONSULTATION LINK](#)
The link will close next week on Friday 3rd July.



2023-2026



ACTIVE SURREY 2018/19





Children's Commissioner – Dame Rachel De Souza

Please complete 'The Big Future' survey with your child. Dame De Souza has written to our school and told us that there have only been 6 surveys completed by Manby Lodge children.

Dame Rachel De Souza's work is driven by what children tell her is most important to them. She launched 'The Big Future' survey so that children can tell her what is needed to ensure children in England have the best childhoods.

Find out more here: <https://www.childrenscommissioner.gov.uk/>

To complete the survey with your child, [click here](#).

Weybridge Summer Festival!

Don't forget that our Year 2 Choir will be performing at the Weybridge Festival tomorrow – at around 11am, at Churchfields Recreational Ground.

Please come and see the children performing and show your support. We hope the weather will be slightly cooler tomorrow, and we are very glad that we have an 'early slot' – Manby Lodge is opening the show!



Weybridge Summer Festival Art Competition

Well done to our 3 winners of the Weybridge Art Competition:

Alaya S – Year 1

River N – Year 1

Ivy R – Year 1

They have all been invited to attend the Festival to collect their prizes.



Roger Wallis

Finally, I have some sad news to share with you. Some parents will probably remember Roger Wallis, our old Caretaker (who worked at Manby Lodge until 2022). Unfortunately, Roger passed away suddenly last week. He had been in ill health, but it was still a shock to his family and those around him.

Roger was a very kind, and generous man. He worked as the Caretaker at Manby Lodge for almost 24 years and even after he retired, Roger came back to school to help us with various facilities linked problems.

I hope that you can enjoy some respite from the heat over the 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](#).

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.
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?’](#)



Artsmark
Silver Award
Awarded by Arts
Council England



Leading Parent
Partnership Award

2023-2026



ACTIVE SURREY
2018/19

