MANBY LODGE INFANT SCHOOL

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HEADTEACHER: MISS M. MORRIS

Headteacher Newsletter – 2026-27 – Number FOUR – Friday 6th November 2026

Dear Parents and Carers,



Welcome back to Autumn 2. It seems to suddenly be a lot colder, please ensure that all children come to school with a coat each day. This means that we can keep children outside if it rains unexpectadly at lunchtimes.

Already this half term, Year 2 are really enjoying their new Topic in History about the Titanic. Today all three classes have attended a workshop to kickstart their learning.

We were really impressed to see so many entries for the autumn colouring competition – please see photos below.

The money raised through the colouring competition, and the Year 2 Cake Sale at the end of Half Term was £645 - Wow!







Colouring compeition winners:
Nora – Year 2 **Finnley – Year 1** **Dexter – Year R**

As a reminder, we have two projects this year that FOML are raising funds for:

1. Installation of Air Conditioning units into the Year R classrooms before the summer.
2. Revamping the Year R Outside Learning Area.

Children in Need

Please remember that next Friday 13th November is Children in Need Day. Children can come to school on that day dressed in Mufti (non- school uniform) if they want to. Money will be collected in buckets in the playground before school.

All money raised will be donated to Children in Need.

Anti-Bullying Week

From Monday 16th November, all week it is ***Anti-Bullying week***. If you click on this logo (below) you can find out more about anti-bullying on the Anti-Bullying Alliance website.

During the week children will be learning about anti-bullying, and the focus of this year's week is ***'Break the silence'.***



We will send more information about what children will be learning about next week.

Sometimes during Anti-Bullying Week, we find that more children will report they are being bullied. This is normal, because we will be talking with children a lot the topic throughout the week. Staff will investigate all allegations of bullying. More information about our approach to anti-bullying, can be found in our school's Anti-Bullying Policy here.

Attendance

We will be monitoring attendance in the next week or so. There are often a lot of bugs going around when children return to school after the Summer Holidays, but there is a useful NHS link on the Absences page on the website called 'Is my child too ill for school?'

If we have concerns that your child's attendance is low, we will contact you. I will ask some parents to come into school to meet with me. I have found that holding meetings initially, usually helps, rather than sending formal letters to discuss this.

Term Time Holidays

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.

We 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.

Cleves Junior School
Cleves are holding an Open Evening next Tuesday 10th November 2026 6-8pm. You do not need to book for this event.

Updated Key Dates
Repeated: **Phonics and the Reading & Writing Workshops for parents** will be recorded via an online platform and links sent out to all parents in due course.

We will also be running a Phonics Check Workshop for Year 1 Parents on 12th January 2027 at 9am for 45 minutes. More details to follow.

Please see the updated Key Dates sent with this Newsletter.
We have also published our INSET Days for the academic year 2027- 2028. These are in line with INSET days at Cleves.

Please also note that the October Half term will revert to being one week in length.

The INSET Day dates along with the Key Dates are all available on the Calendar page on our school website.

IMPORTANT – School Admissions – Reception 2027
Please follow this link to make an application for younger siblings to join Manby Lodge in Reception from September 2027: https://www.surreycc.gov.uk/schools-and-learning/schools/admissions/primary-junior-and-infant

Have a lovely weekend, everyone.

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.