



Manorfield Primary and Nursery
School
Sangers Drive, Horley
RH6 8AL

September 2024

Headteacher: Mrs N Jones

Welcome back to a new school year!

We are all excited to be back in school and see all the children eager to learn and looking so smart in their correct uniforms!



Happy 20th Birthday To Manorfield!

This is our 20th year since Manorfield opened!
Watch this space for celebrations later in the year!

Attendance & Reminders

Please take the time to familiarize yourself with the new attendance guidelines set on the final page of this newsletter.

A gentle reminder to please not use mobile phones in school grounds and also not to park in the staff car park during pick up and drop off times, unless prior arrangements have been made with a member of staff.

Reception Class September 2025 Parent Tours

If your child was born between 1st September 2020 and 31st August 2021, they will start school in September 2025. We are looking forward to showing prospective parents around our school. Please contact the school office to make appointment on one of the following dates if you would like a tour.

Tuesday 15th October at 9.30am and 1.30pm.

Thursday 14th November at 9:30am and 1.30pm.

Reception Caterpillars

We have carried out home visits in Reception. It has been wonderful to meet families and begin building strong relationships. Now the Reception children have had their first few days at Manorfield. They are already having lots of fun

exploring their learning areas and making new friends.

A big welcome to all the Reception starters!



Year 1 Butterflies

Year 1 have had a FANTASTIC start to the year! Last week they have learnt how the classroom works and are now super speedy at tidying up. They have been creating junk model bodies, using their cutting skills to cut out shapes, spending time in the hospital role play corner and exploring their TWO new book corners! We are excited to have started small group lessons this week.



Year 2 Tigers

What an incredible start to the year. It feels like we have all been Tigers for more than a week! The children have all come into year 2 confidently and have all embraced new routines.

They have blown us away with how grown up they all are.

This week we have talked a lot about ERICA values and why they are important. We have also jumped straight into our maths lessons and have been looking at patterns in numbers as working on our place value. We have used story dice to create our own 'unbelievable' story.

Well done Year 2's for a fantastic start to the new year!



Year 3 Monkeys

We have had an amazing first week in Year 3 getting to know each other. We have enjoyed reading a new book, making some interesting predictions. We have also enjoyed refreshing our knowledge of place value with dienes and some extremely tense maths games. We are all very excited to begin learning about our history topic, the Tudors, as well as our writing a diary from the perspective of a Tudor queen. Please remember there is a chance for you to meet the Year 3 team on Monday 16th September at the Meet the Teacher event.



Year 4 Giraffes

WOW! What an amazing start to the school year! Year 4 have settled in very well and have delved right into their new topic all about 'water'. The children have already shown their excitement for the year 4 curriculum by asking all about the different activities and experiments in which they will be partaking. So far, we have gone on an exhausting water walk to gain a better understanding of our class text and also completed a few challenges in the classroom.

Year 4 have engaged well in class discussions by sharing their thoughts and ideas, their thoughts or ideas, their knowledge has already really impressed us. We are all very excited for a jam-packed year of fun and learning!





Year 5 Leopards

What an incredible start for year 5! We have spent much of the week learning our new routines and upper Key Stage 2 expectations and the children have settled in so quickly; it has been brilliant getting to know them all! We have started looking at our topic for this half term— Space —and its proving very popular. I have been bombarded with ideas for aliens and new planets!

The children have loved starting our class book; *The Jamie Drake Equation* by Christopher Edge as much of our English is based around this text. We are also really happy to be able to use our new 'mini classroom' for small group work; the children have been able to use this space to really help focus and produce some excellent work!

I am confident that we have really started the year as we means to go on!

Year 6 Lions

This term year 6 are dancing away to Aladdin and beginning to explore early Islamic civilisations. The children have returned well and are already immersing themselves into their lessons fully.



Art

There are lots of exciting new projects planned in the Art Studio this year. We are exploring weaving, clay tile work, Batik, portraiture, 3D collage work and lots of collage work and lots of colour explorations. Your children's work will be culminating in a large 20th Anniversary Art Installation in school... so watch this space!

Mrs Clarke



Reminders

Uniform

Thank you for ensuring your children all look very smart upon their return to school. Please be reminded that on your child's PE day, they should come in school PE kit. This is plain navy or black shorts/joggers/leggings, a plain white t-shirt and trainers. Please do not wear trainers on non PE days. A gentle reminder to also name all uniform and non uniform items that your child brings in to school.

Children are allowed to wear one set of small stud earrings. These must be removed for PE.

Please ensure hair is tied back with a hairband. No bows or fancy hair clips please. Please make sure when you have your child's haircut that they do not have any lines or shapes shaved in to it. The full school uniform policy can be found on our website.



Lunches

As you know, your child has the option of having a hot meal from school or bringing a packed lunch in to school with them.

If your child is having a lunch from school, they have the option to choose between a meat option or a vegetarian option. You can pre-select your child's lunch on your Scopay account or they will be asked in class in the morning which option they would like. School dinners are currently £2.80 per day and these should be paid for in advance, either by topping up your Scopay account or by dropping cash in to the school office. The menu can also be found on Scopay.

If your child brings in a packed lunch from home, please ensure that they bring in a healthy balanced lunch and also remember that we are a nut free school so please do not send them with any items that contain nuts.

Water Bottles

Please ensure that your child brings a water bottle into school everyday. It is essential that the children remain hydrated throughout the day and we no longer hold spare bottles in school. These can be refilled in school as they also take their bottles in to the lunch hall with them.



Tuck Shop

Our wonderful Parent Council are running the Tuck Shop again for children in years 1 - 6.

It is on a Friday breaktime and items are available for 50p each. Children are limited to 2 items each. Where possible, please can you send your children with the correct change.



Attendance Guidelines

If you consider that there are exceptional circumstances relating to your request, please let the school have full details. Each application for a leave of absence will be considered on a case by case basis.

Penalty Notices to Address Poor Attendance at School

A Penalty Notice may be issued as an alternative to the prosecution of a parent/carer for their child's unauthorized absence from school (absence without the agreement of the school or not covered by a medical note) and will be used by Surrey County Council in the following circumstances :-

1. Pupils identified by police and Attendance Advice Officers (formerly Education Welfare Officers) engaged on Truancy Patrols and who have incurred unauthorised absences.

2. *Leave of absence in term time (5 days or 10 sessions or more).*

Please be aware that The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which became law on 01 September 2013 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted.

In such cases the Headteacher/Governing Body must decide whether there are exceptional circumstances. They may request that Surrey County Council issue Penalty Notices when the absence is not authorised.

Warnings will not be given where it can be shown that parents have been notified that such absences will not be authorised.

3. Finally, the issuing of a Penalty Notice will also be considered where it is judged that a parent is failing to ensure their child's regular school attendance.

This will be considered when a pupil has incurred 10 or more unauthorised sessions in the previous 10 school weeks, which may include a pupil arriving late after close of registration.

If you believe at any stage that your child's absence from school may leave you liable to receive a Penalty Notice, it is extremely important that you act without delay to secure their regular attendance.

If you have any questions or require further support to achieve an improvement in your child's attendance, please contact your child's school or the Attendance Advice Officer.

Penalty Notice relating to Exclusions

If a child is excluded from school, Section 103 of the Education and Inspections Act 2006 places a duty on parents/carers to ensure that their child is not in a public place without justifiable cause during school hours.

This duty applies to the first five days of each exclusion. Failure to do so will render the parent/carer liable to a Penalty Notice. (Alternative education provision will be made available from the sixth day of any exclusion.)

Amount Payable for a Penalty Notice and Consequences for repeat unauthorised absences

1. If you have not incurred a penalty notice relating to this child/children in a rolling 3 year period 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.

Surrey County Council is not responsible for authorising pupil absence and therefore cannot withdraw any Penalty Notice requests without the written permission of the Headteacher.

Advice and support is available from an Attendance Advice Officer by contacting Surrey Attendance Service as follows :-

North West - Tel: 01483 518130 South West - Tel: 01483 517179

North East - Tel: 01372 833588 South East - Tel: 01737 737777