



WEEKLY NEWSLETTER

Dedicated to fostering an inclusive culture that respects, values and celebrates the contributions of all our children.



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www.saxonprimary.co.uk

Welcome back to the new school year! I hope everyone had a lovely summer and that the children have enjoyed the start of term so far. It's always an exciting time, thinking about the year ahead and the experiences and opportunities there will be. It can also be a daunting time for some as we know change can be challenging. If anyone needs our support, please reach out to us.

There is lots of information to share today but please bear with me and read the newsletter through to the end! At the end of the newsletter, you will find important about Penalty Notices to Address Poor Attendance at School.

Staff News

I start by welcoming our new staff members. Mr Castell has taken up the post of Caretaker and will soon become a familiar face to all. Miss Bowman (1B), Mrs Brown (3B) and Miss Sahajpal (6S) are our new teachers, and joining the TA team are: Mrs Maddison (1B), Mrs Davie (4M) and Mrs Wilson (5D). A warm welcome to them all.

In addition to welcoming new staff, we are soon going to be saying goodbye to Mrs Vaughan. Mrs Vaughan started at Saxon as a newly qualified teacher 16 years ago and leaves her position as Assistant Head & EYFS/KS1 Phase Leader to take on the role of AI & Digital Lead for The Bourne Trust. In that time, she has taught many children and supported so many families in her different roles, and I'd like to thank her for all her hard work and commitment to our school. It's an exciting time for Mrs Vaughan but she will be a huge loss to Saxon and will be very much missed. I know the Saxon community will join me in wishing Mrs Vaughan the very best for the future. Mrs Vaughan will be with us until October half term, making her last day Thursday 23rd October.

With Mrs Vaughan leaving and Mrs Lacey going on maternity leave in December, we have made some changes to the leadership structure. In the summer term, Mrs Lacey was successful in her application to become our Inclusion Manager, a role she will take on formally when she returns from maternity leave. At this time, Mrs Vale's role will be just that of Deputy Headteacher. Mrs Vale will continue to wear both of these hats for this academic year. In order to support myself and Mrs Vale, we have restructured the Phase Leader roles and have four new Phase Leaders.

They are:
EYFS (N/Rec) – Mrs Lewis
KS1 (1/2) – Mrs Atkinson
Lower KS2 (3/4) – Mrs Bright
Upper KS2 (5/6) – Miss Doughty

During this term, Mrs Vaughan and Mrs Lacey will be supporting the transition and handing over their phase leader responsibilities to the new phase leaders. Mrs Lacey will also be working alongside Mrs Vale supporting Inclusion. The class teacher is always the first port of call when a problem arises, but one of the main responsibilities of phase leadership is to support the staff and families in those year groups. Therefore you may have contact with a phase leader should you have a concern that can't be dealt with by the class teacher alone.

Mrs Lacey & Mrs Vaughan also currently have responsibility for leading English and so new subject leaders for this will be Mrs Atkinson & Miss Adams. Miss Parsons is now our Maths Subject Leader.

Whilst there are a few changes ahead, it is an exciting time and Mrs Vale and I are looking forward to working with our new phase leaders and subject leaders throughout this year.

Key Dates

Sept

Mon 8th &
Tues 9th

Reception start part time

Weds 10th

Reception in for lunch

Thurs 11th

Reception full time

Weds 17th

3:30pm Meet the Teacher Event

Weds 24th

Open Morning for Reception 2026 Families

The Saxon Way

Yesterday, a leaflet was sent out detailing some changes to our Stay on Green system. As a school working towards a nurturing approach and completing the Nurturing Schools Award, we have been considering how we manage behaviour in our school. We still believe in a restorative approach and the principles of our policy have not changed. Linked to evidence-based research, the change has been made to the 'negative' colours of blue, yellow and red. Instead of names being moved down, a positive intervention and interaction will take place between a child and an adult when something goes a bit wrong and behaviour needs correcting/children need help getting back into the Good to Go Zone. Significant unsafe or unkind behaviour will still be dealt with in the same way – time in a buddy class, time with a phase leader or time with SLT. Children will not see names on 'red'. Green, Bronze, Silver and Gold remain the same. More information will be shared throughout the term and you will be able to ask questions at the Meet the Teacher event on Wednesday 17th September at 3:30pm.

The staff and children have already responded positively to the changes and are embracing our new Saxon Way.

In addition, we have added two new values to our existing ones of Kindness, Teamwork and Respect. They are Belonging and Achieving. Pupil voice was integral in choosing Belonging as a school value, as it's important to children and adults alike that everyone feels like they belong here and are a part of the Saxon family. We have added Achieving as that is a fundamental part of our role and why we're here – to ensure children achieve well. To do this, we need to show all of our other values.

Celebrating Us Week – Thursday 4th – Friday 12th September

At Saxon Primary & Nursery School we value the importance of the diversity within our school community and we want to celebrate what makes us special and unique.

Throughout the school year, we have various lessons and subject areas that promote an understanding that it is a wonderful thing to celebrate what makes us unique and different, particularly in our PSHE learning. Alongside our anti-bullying and safeguarding policies, taking part in this week is an important way of actively demonstrating and supporting our commitment to an inclusive school environment where every child can thrive and be themselves.

During this week the children will be focussing on our stories, why we are who we are and how we got to this point in our story. We will explore this topic through the story, 'My Path' by Jana Curll. The story is about a snail that journeys on their own path sharing what their path is like; some days it is clear and easy to follow while sometimes it is unexpected. Through this story, we will have conversations about our own paths and discuss the similarities and differences between our path and the path of other people. This will provide us with opportunities to celebrate the uniqueness of our own story as well as the things that unite us as a school community.

Learning at home

This week, we will also be encouraging the children to find out about family stories by talking to their parents and carers at home. Instead of home learning, children can create a family tree or a recipe to their favourite meal, find out about a country where relatives are from or even read a traditional tale from their home country.

Can Saxon Families help?

As part of our celebrations, you may speak to your child's class teacher if you would like to come into school to share your culture with the class. You might want to share food, cultural dress, traditional stories or even an art and craft activity. If this is something you would like to do please speak to your child's class teacher at dismissal or via email (info.saxon@lumenlearningtrust.co.uk)

We are so incredibly excited about this learning opportunity for the children and we hope that you will join us in 'Celebrating Us'.

Reading at Saxon

We have loved hearing about all the books that the children have read over the summer holidays. Thank you for continuing their reading provision over the summer break. As we begin the Autumn term, all children will complete reading checks to assess their reading level. Please see below for information about your child/ren's key stage.

Reception

Wordless books will be sent out to all children on Friday 26th September.

KS1 (Years 1 and 2)

The children will bring home their Little Wandle reading book and reading record on Friday 12th September.

KS2 (Years 3, 4, 5 and 6)

The children will be welcome to take a book from the book corner home as their reading book for the first week. For children who have a reading pack, their books will be sent home on Friday 12th September with their reading record. Children who are free readers in KS2 will receive a new Reading Journal and can choose to read books from their class reading corner, the library bus or books from home.

We would love all children to read at home every day as this is incredibly beneficial for their learning progress. We expect that they read at home at least 3 times a week. Please record in your child's reading record every time they have read to help us with our monitoring of this. Books are due in on Wednesdays and new books will be issued on Fridays. Please speak to your child's class teacher if you have any further questions.

Summer Challenges

If any child took part in the Reading, Writing or Kindness Challenges over the summer holidays, please remind them to come in and share it with the relevant member of staff. We'd love to hear all about it!

Breaktime Snacks

Today we saw lots of children with crisps for their morning snack. Crisps are not on the list of permitted snacks so please ensure the item provided is one of the following:

Fresh Fruit

Fresh Vegetables

Dried Fruit

Plain rice cakes

Bread sticks

Yoghurt tube

Plain crackers

Pitta bread or Wraps (with no filling)

Crackers

A handful of sugar-free cereal

Supporting our Young Carers at Saxon

Sometimes, children take on extra responsibilities at home, like helping to look after a parent, sibling or another family member. These children are known as young carers. We want to make sure that they get the right support in school. Here at Saxon, we run a young carers group where children can share experiences, take part in activities and feel supported. We are also proud to have received the Angel Award for the work we do with young carers. If you think your child might be a young carer, please let us know so we can work together to support them in the best possible way.

Safety in Thornhill Way

Whilst it's only a small, quiet road, Thornhill Way is still a road with cars coming and going around the same time as the children. Please make sure your child is being safe and we ask that families respect these neighbours, like we ask of you about the residents on Briar Road. Thank you.

National Emergency Alert Test

On Sunday 7th September at 3pm, the UK Government will issue a nationwide Emergency Alert test. All compatible mobile phones will:

- Emit a loud siren (even if on silent)
- Display a warning message
- Sound for around 10 seconds

Survivors of domestic abuse who use a hidden or secondary phone for safety may have that device exposed by the alert, putting them at risk. Anyone in this situation should turn off or use airplane mode on hidden phones before 3pm on 7th September.

Nurturing Programme for Parent and Carers

LLT is running the above course for Trust schools to attend. It is a 10 week course being held at The Echelford Primary School in Ashford, and being led by two of our Home School Link Workers. The Nurturing Programme helps families to deal with challenges at home and has always received excellent feedback from previous attendees. Please see the flyer below for all the information.

Supporting Non-Attendance

Surrey Family Learning are offering a new course to support families with children who are struggling to attend school. 'First Steps to Understand Emotionally Based School Non-Attendance (EBSNA) courses. It's a FREE 3-week course, online, for Surrey families. Learn to spot the signs, support your child and work with school. See the poster below for more info and scan the QR code to book your place.

Wishing everyone a lovely weekend,

Miss Morris
Headteacher

Term Dates 2025-2026

These are the days children are expected in school. Please refer to these dates when booking holidays:

Autumn Term 2025	
Tuesday 2 nd September	INSET DAY 1
Wednesday 3 rd September	INSET DAY 2
Thursday 4 th September	Children return to school
Friday 24 th October	INSET DAY 3
Monday 27 th October – Friday 31 st October	HALF TERM
Monday 3 rd November	Children return to school
Friday 19 th December	Last day of term (finish at 1:45pm)
Spring Term 2026	
Monday 5 th January	Children return to school
Monday 16 th February – Friday 20 th February	HALF TERM
Monday 23 rd February	Children return to school
Friday 27 th March	Last day of term (finish at 1:45pm)
Monday 30 th March – Friday 10 th April	Easter Holidays
Summer Term 2026	
Monday 13 th April	Children return to school
Monday 25 th May – Friday 29 th May	HALF TERM
Monday 1 st June	Children return to school
Friday 17 th July	Last day of term (finish at 1:45pm)
Monday 20 th July	INSET DAY 4
Tuesday 21 st July	INSET DAY 5

Data Protection

Privacy Notice for Pupils, Parents and Carers

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. Our Lumen Learning Trust privacy notice for pupils, parents and carers explains how we collect, store and use pupil & parent/carer personal data. This document can be found via this link: <https://www.lumenlearningtrust.co.uk/about-us/lumen-learning-trust-policies/general-data-protection-regulation-gdpr>.

Your child's profile name within Google Classroom

Your child will automatically be provided with their own personalised profile to enable them to access Google Classroom as part of their educational experience at our school. This is a fantastic online tool that allows a virtual learning environment to connect teachers and classmates from any location. Additionally, both in certain and uncertain times it ensures that we can provide a safe, secure and reliable way to continuously deliver education. You can read more about our remote learning offer, how and why we use Google Classroom and the security of your child's data by visiting our school website and navigating to Curriculum > Online Learning.

Each child has a unique profile which represents them in the online classroom, this is comprised of a name tag. Only the individuals in the virtual class can view this profile and all members of a Classroom are bound by the Lumen Family Acceptable Use of ICT Agreement and E-Safety Rules. For clarity purposes their name tag is comprised of their forename and surname. However, if you would like your child's profile name to show only the first initial of their forename and full surname please do contact our school office who can action this for you.

Sharing data and information with NHS Surrey to support children to access local health and wellbeing services

Surrey Children's Community Health Provider, Children and Family Health Surrey request regular information from us about our children to support planning and delivery of school-based health screening at different points of a child's life. Information provided to them by the school is Name, Gender, Address and DOB. Assurances have been received from the Service that this request is in accordance with Government guidelines and adheres to the required Data Protection standards. If you would like further information please refer to <http://childrenshealthsurrey.nhs.uk>. <https://childrenshealthsurrey.nhs.uk/about-us/privacy-policy>

Holiday Activities and Food Programme HAF vouchers

Surrey County Council have partnered with HolidayActivities to support the delivery of the Holiday Activities and Food programme (HAF), a scheme which offers free school holiday club places to children entitled to Free School Meals (FSM). This means that we automatically distribute HAF vouchers to all our eligible families via the free Holiday Activities platform without families having to request the vouchers. Vouchers will be sent via email to the same parent who currently receives the holiday time FSM vouchers. If your child is eligible for free school meals and you would like to check the contact details for the individual who will be receiving the vouchers please contact the school office as soon as possible. For more information about HolidayActivities, please see their website: <https://www.holidayactivities.com/>.

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 unauthorised 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 Inclusion 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 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.**
 - 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 517874
North East - Tel: 01372 833588 South East - Tel: 01737 737777

What is the Nurturing Programme?

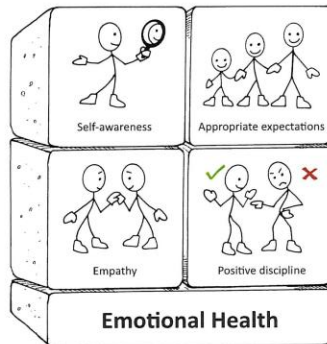
Children are rewarding, stimulating and fun, but looking after them can be stressful and challenging.

The Nurturing Programme helps deal with those challenges so that you can have a calmer, happier life.

A tried and tested programme, it helps us think about what we do, why we do it and how it makes us feel.



The Four Constructs of the Nurturing Programme



What does it cover?

Over the 10-week Programme, you will look at lots of different topics, including:

Understanding why children behave as they do

Recognising the feelings behind behaviour (ours and theirs)

Exploring different approaches to discipline

Finding ways to develop co-operation and self-discipline in children

Learning the importance of looking after ourselves

Practical information

Partners are welcome and it's also fine to come on your own or with a relative or friend

There are ten 2-hour sessions with a tea and coffee break

8-10 parents are invited and there are two trained group leaders

Some groups provide a creche; check with group leaders beforehand

You need to come to all ten sessions as they fit together like a puzzle



HOW Nurturing Programme Parent Groups have helped other parents

"I am a much more confident, positive and understanding parent. I feel much more able to cope now."

"We are having less family arguments and the household is a lot calmer."

"The group was fun. It's the only two hours I have for myself each week."

"The atmosphere was really relaxed. No-one judged anyone and everyone was listened to and respected."



Check out emotionalhealth.org.uk for more information on *The Parenting Puzzle* book and The Nurturing Programme

The 10-week Nurturing Programme for parents and carers

where:
THE ECHELFORD PRIMARY SCHOOL
COMMUNITY ROOM

when:
THURSDAY 2ND OCTOBER 2025
9am - 11am
Every THURSDAY @ 9 TILL
11TH DECEMBER 2025

contact details:
NATASHA MUNRO
HOME SCHOOL LINK WORKER
Please book through school office @
OFFICE:ECHELFORD@WOMENLEARNINGTRUST.CO.UK



emotionalhealth.org.uk
Registered charity 1062514



The Nurturing Programme

Information for Parents and carers

How to get the best out of family life





FAMILY LEARNING



First Steps to Understanding Emotionally Based School Non-Attendance Course

This FREE online three week course for parents will be delivered in two hour sessions. You will gain an understanding of your child's school avoidance and ideas on how to make changes for a positive impact for all the family.

What will I learn?

- Understand reasons why your child will not attend school or lessons
- Understand reasonable adjustments from school to support your child
- Be confident in advocating for your child

For course dates, more information and to book your place please click on [this link](#) or scan the QR code



Web : www.surreycc.gov.uk/familylearning
Email : family.learning@surreycc.gov.uk
Tel : 0300 200 1044



SAXON SCHOOL SUPPORTS OUR YOUNG CARERS!

- ♥ Are you a young carer?
- ♥ Do you help look after a parent, sibling, or another member?
- ♥ Would you like a safe space to talk, share, and have fun with others who understand?

Here at **SAXON SCHOOL**
we run a
YOUNG CARERS GROUP

- ✓ Meet other young carers
- ✓ Take part in fun activities
- ✓ Get support and understanding

We are proud to hold the **Angel Award** for the work we do with young carers.

If you think your child might be a young carer, please speak to us — we're here to help!



Saturday 6th September 12-2pm

FREE event for Girls aged 6-16 years

**Friendship bracelet making, Red Rose Origami,
Fun rugby games, snacks and goodie bag**

**All you need are trainers and a water bottle
email womens@stainesrugby.com**