



# Maybury News

*Believe. Achieve. Succeed.*

## A Message from Mrs Merritt

Welcome back to Maybury Primary, it's wonderful to see you all back! Welcome to our new families. We really look forward to working with you. I hope you've had a wonderful summer and managed to re-energise your batteries for the start of a new term and a new year. As we look towards the "new normal", I wanted to outline a few changes for us going forward. The plans we will put in place for this term and going forward are subject to change if required. Please bear with us as we continue to wind our way through these new pastures! Who knows...some of the changes may well be beneficial and stay in the future. In the following pages there is some clarification of how things will be and any changes to 'usual.' I hope this newsletter provides some clarity and answers any questions you may have. Please do contact the school office or your class teachers, via email or phone, if you have any queries and we will endeavour to answer them all.

### **Uniform- What are the children wearing to school?**

Nursery child will wear their Nursery uniform everyday. Children in the main school will be **wearing school uniform** and black leather shoes (not trainers) on **Monday, Wednesday and Fridays**.

Children in the main school will be wearing the school **PE kit and trainers on Tuesday and Thursday**.

This will be reviewed after the first half term. In order for us to maximise outdoor learning opportunities children will be outside at different times of the day, rain or shine, all children must ensure they have a waterproof coat and sensible shoes. Children must have a named water bottle in school everyday. (Please wash the water bottle in hot soapy water each day after use.) **Children do not need to bring their book bags or PE kits to school.**

### **Parents evening**

Due to the restrictions currently in place. Parents will not be able to come onto the school site for parents consultation sessions. We will not be holding parents evenings in school this term. Instead teachers will be holding a 10 minute phone consultation and will also send home a summary report. You will be given an opportunity to book a slot nearer the time. These phone calls will be spread over three weeks:

- ⇒ Years 4, 5 and 6– Week beginning 19<sup>th</sup> October 2020
- ⇒ Years 3, 2 and 1 – Week beginning 2<sup>nd</sup> November 2020
- ⇒ Reception – Week beginning 9<sup>th</sup> November 2020

I am sure you can appreciate this will be a logistical challenge with 7 classes and 3 phone lines, so please ensure when we get to your time you are available on the number we have for you on the contacts list. Re-arranging appointments that are missed would be equally challenging! You will be allocated a 10 minute slot over 2 days during the week, following the usual parent evening times (3.30– 4:30 pm and 3.30 – 7.00pm). Nursery appointments will take place at the end of the Spring term.

### **Prospective Parent Tours**

Unfortunately under the current climate we are unable to run this this term, if this changes we will let you know. We will be making a virtual tour video which will be available on our website.

### **Parental engagement**

We will be even more reliant on non face- to – face communication and so I ask you to embrace the technology our teachers use to share information with you. We are continuing to use our class emails for you to email teachers. They will get back to you as soon as they can but please be mindful that they are teaching during the day and often planning and preparing for the next days teaching and learning after school. Alternatively, if you leave a message with the office, the class teacher will get back to you. Meetings that staff would usually hold e.g Welcome meetings will be sent out electronically.

[starfish@maybury.surrey.sch.uk](mailto:starfish@maybury.surrey.sch.uk)

[mantarays@maybury.surrey.sch.uk](mailto:mantarays@maybury.surrey.sch.uk)

[seahorses@maybury.surrey.sch.uk](mailto:seahorses@maybury.surrey.sch.uk)

[angelfish@maybury.surrey.sch.uk](mailto:angelfish@maybury.surrey.sch.uk)

[jellyfish@maybury.surrey.sch.uk](mailto:jellyfish@maybury.surrey.sch.uk)

[seaturtles@maybury.surrey.sch.uk](mailto:seaturtles@maybury.surrey.sch.uk)

[dolphins@maybury.surrey.sch.uk](mailto:dolphins@maybury.surrey.sch.uk)

We are trying to minimise visits to the office so where possible please contact the office via email or phone. Only one person is permitted in the reception area at any one time.

# Drop off and Pick up Arrangements and RSE

## Drop off and collection Reminders

### Start times

We strongly advise parents and carers to walk to school. In order to minimise the number of children coming into school at the same time we will be asking:

**Families with more than 1 child at school to arrive at 8:30-8:40**

**Families with only one child at school to arrive at 8:40–8:45.**

**Children will be dropped off at the pupil gate and will walk in independently.**

The school gate will be closed at 8:45.

Nursery will operate normal session times of 8:30-11:30 and 12:15-3:15. Nursery parents will pick up and drop off from the Nursery gate and door.

### Collections/ One way system

Parents are asked to have just one adult picking up and dropping off for children who live together (where possible leave siblings at home).

**Starfish, Seahorses and Jellyfish will finish at 3:05 – please collect promptly.**

**Manta Rays, Angelfish, Sea Turtles and Dolphins will finish at 3:15- please collect promptly.**

At pick up time parents will enter via the pupil gate and follow the one-way system to the pick-up points for their child's class, parents then need to leave promptly via the Portugal Road exit, keeping a safe distance from other families. Parents are not allowed to come inside the classroom. If you are waiting for a sibling you need to keep a safe distance from other families.

We will be running breakfast club in September and the paid After School Club provision but will not run any other after school clubs in the first half of the Autumn term. Only children who have prebooked the Breakfast and After School club are able to attend.

Children in Years 6 are able to walk home independently or with friends, after being released from their classroom. If you would like them to walk home you must complete a consent form available from the school office. Please ensure you have updated the office with any changes in people who are able to collect your child from school. If they are not recorded on our system they will not be allowed to collect.

In order to help everyone socially distance at the school gates we ask that only ONE parent comes to the school for drop off and pick up times. Please remember that parents are not allowed into the school or on to the school playground without a prearranged appointment.



### School dinners

Children in KS2 will need to pay for dinners online. The office will not accept any cash payments. The cost is £12 per week and needs to be paid in advance. Please make payment via Tuscasi.

### Relationships education, relationships and sex education (RSE) and health education

The Department for Education have stated that the new Relationships education, relationships and sex education (RSE) and health education curriculum will be compulsory from September 2020. Please find our Draft RSE AND Relationships Health & Education policy on the school website under policies for a consultation period of 4 weeks. We will be delivering the RSE curriculum in the Summer term 2021.

If you have any questions please email [info@maybury.surrey.sch.uk](mailto:info@maybury.surrey.sch.uk)

# Arrangements for this Term

## What happens if my child's class has to close due to Covid?

You will be notified as soon as we know and your child will have to stay at home and re-start home learning to self-isolate for the required 2 weeks (14 days) due to an identified outbreak (positive Covid test) . Home learning will be put on the school website as it had been previously. Please familiarise yourself with where you will find your child's work if it is needed linked to their year group. This can be found on their class website page.

**We have a Remote Education Contingency Plan** (which can be found on our school website under School Info/Corona Virus Covid-19 Updates section and found below), which outline how this will work. All children in Year 1-6 will come home with a CPG pack. These are to be kept at home and **ONLY** used when directed by the teacher, for homework or in the case of a closure. Please do not let your children complete these unless told to. If these are lost you will need to replace them at the cost of £10 per child. We will endeavour to fulfil this remote contingency plan, but please be mindful that sometimes due to unplanned circumstances, for example the website crashes, this may be delayed and we appreciate your support in events like this!

## Christmas /special assemblies

As you will be aware, we are not running assemblies in the hall. All assemblies will be completed virtually in class. At the moment it is unlikely we will be able to have Christmas performances in school. So we would like to share special performances by filming them and sending a link to parents, if we get sufficient interest in this. However, if you wish your child to be a part of these recordings and having them sent out to all parents whose children are involved, you will need to complete an updated consent form sent attached to this letter. **If you do not, your child will not take part in this recording and you will not receive a copy.** Please return all attached consent forms by Wednesday 9th September to the class teacher.

## Harvest festival

We will do a collection for the food bank on the week beginning Monday 5th October. We will be collecting for the Woking Food Bank throughout this week (please send donations in a plastic bag, we will ensure these are left to the side for 48 hours and then put in our food collection store.) Individual classes will be celebrating harvest and thinking about those less fortunate and hope to take pride in all the donations received that week—we will send out a reminder nearer the time.

## Trips/ workshops

Trips, other than the immediate vicinity of the local area, are suspended. We are therefore looking at ways to enhance the curriculum with in-school workshops. Some prepared by staff and others by visitors following social distanced guidelines.

## Booking a holiday—May Half term – reminder! ( Monday 24th May to Friday 4th June)

Please remember we do not authorise any holidays during the school term. As you are aware we have extended the school day to enable parents to have additional time during May-June to take holidays. This is a **2 week half term** and so we ask parents who wish to book a holiday in the summer term, to do so in this school holiday break to ensure that they don't miss any more school time. This will also avoid the associated fines if you book in school time. Thank you for your support in this matter.

## Time capsule and Inspiration People week

During the National Lockdown, children may have suffered at least five losses: routine, structure, friendship, opportunity and freedom. To support the resocialisation into the new style of school we are therefore planning experiences that provide the space for the children to recover from the associated trauma, anxiety and loss. To support this sense of community, staff will be listening to what has happened in this time and understanding the needs of our children and engaging them in the transitioning of learning back into school. Staff will begin with a **time capsule project** to act as a hook and conversation starters, this will allow children to reflect on their experiences during lockdown and share them in a safe environment. Alongside this staff will run an **Inspiration People/ Diversity week**, another opportunity to explore sense of place looking at the **wonders of the world** and belonging within communities. Our Learning for Life curriculum also supports this sense of community and gives our children a chance to talk. You will also be able to see the fantastic unity art project pebble project in our playground.

# Wellbeing

## Well-Being and Mental Health at Maybury

We are focusing on kindness in school, asking children to reflect on daily acts of kindness they have done, received and witnessed. It's a great activity for all us adults too, why not try it?

We are also focusing on well-being 'recovery' after lockdown, we are using, amongst other things, the A to Z below. It's so great we wanted to share it with you too!

A TO Z OF WELLBEING AFTER LOCKDOWN			
<b>A</b> ASK for help if you need it!	<b>B</b> BRAVE You can do this!	<b>C</b> CONNECT with friends and family	<b>D</b> DREAM of exciting things
<b>E</b> ENCOURAGE and help your friends	<b>F</b> FEELINGS are temporary. They will pass	<b>G</b> GRATITUDE be thankful for what you have	<b>H</b> HELP others and enjoy the feeling it brings
<b>I</b> INSPIRE others around you	<b>J</b> JOY is there for you to take	<b>K</b> KINDNESS to everyone	<b>L</b> LEARN new things
<b>M</b> MISTAKES happen, move on and learn from them	<b>N</b> NOTICE and be mindful	<b>O</b> OBSERVE and accept your feelings	<b>P</b> PROUD to be you!
<b>Q</b> QUESTION your thoughts they might not be true	<b>R</b> RESILIENCE you can bounce back - you've got this!	<b>S</b> STRENGTHS you have lots if you think about it	<b>T</b> TALK positive self-talk
<b>U</b> USE your relaxation techniques	<b>V</b> VOICE your concerns	<b>W</b> WORRIES are for sharing	<b>X</b> EXHALE slowly and breathe
	<b>Y</b> YOGA learn some exercises	<b>Z</b> ZONE OUT be at peace with yourself	Inclusion Team Support 

# Kindness

During our Learning for Life and Recovery Curriculum we will be talking about happiness and kindness. We will be sharing this poem with the children and talking about acts of kindness. Please promote this at home and talk to your child about this poem. Let's see if we can spread the smiles and happiness right round our whole school community—in homes, in shops, in the classroom, playground etc.

Smiling, kindness, thinking of others, being grateful, are all attributes and habits that make our world a better place.

Let's all work together to help make a better world for us and our children, we can all play our part in that! Let's embed kindness in our daily lives. After all, kindness doesn't cost anything and it is good for the giver as well as the receiver.

## **Smiling Is Infectious**

*by Spike Milligan*

Smiling is infectious,  
you catch it like the flu,  
When someone smiled at me today,  
I started smiling too.

I passed around the corner  
and someone saw my grin.  
When he smiled I realized  
I'd passed it on to him.

I thought about that smile,  
then I realized its worth.  
A single smile, just like mine  
could travel round the earth.

So, if you feel a smile begin,  
don't leave it undetected.  
Let's start an epidemic quick,  
and get the world infected!



### **Change of address, phone numbers, emails, dietary or medical requirements.**

Please note that if you have changed your address, phone numbers or emails over the summer then you must advise the office to ensure we have the correct records, and we are able to contact you in an emergency.

Also if your child has new dietary or medical needs please ensure that the school is aware. It is the Parents/Carers responsibility to keep the school updated of all changes.

Finally a reminder that if we do not have an up to date email address for you then you may miss out on some school information. Please ensure that you check the school website, [www.maybury.surrey.sch.uk](http://www.maybury.surrey.sch.uk) regularly to ensure you keep up to date with letters and dates.

# Application for leave of absence/exceptional circumstances

## Application for leave of absence/exceptional circumstances

As parents, you have a legal responsibility to ensure your child's attendance at school. Holidays should be taken during the school holiday period. During the academic year pupils are at school for 190 days and at home for 175 days. Students are expected to attend 100% of the time.

Please fill in a request of absence form (available from the office or online) if you want to ask the Headteacher to authorise a *leave of absence* during term time. You must ask well in advance and you are strongly advised to request leave of absence before you confirm your arrangements.

New legislations (Education (Pupil Registration) (England) (Amendment) Regulations 2013) means that if an application is not "made in advance to the Head teacher by a parent with whom the pupil normally resides, and the Head teacher does not consider that leave of absence should be granted due to the relating to that application", then it will not be authorised. **We will therefore not authorise any holidays.**

If you take your child out of school without the approval of the school, you may be liable to receive a Penalty Notice from Surrey County Council for failing to ensure your child's regular school attendance. Holidays in school time will not be authorised. *Guidelines from the local authority are that they may issue a Penalty Notice (with a fine) to each parent, when students are taken out of school during term for 5 days or more and if this absence is recorded as unauthorised by the school (e.g. a holiday).* **Please note it includes cumulative absence over a 3 month period (several unauthorised absences that total 5 days within a 3 month period).**

The amount payable on issue of a Penalty Notice is £60 per parent per child if paid within 21 days of receipt of the notice, rising to £120 if paid within 28 days.

If the Penalty Notice is not paid within 28 days the local authority is then obliged to prosecute for failing to ensure regular school attendance.

**If the absence exceeds 20 days, your child's name will be removed from the school roll and you will have to reapply for a place on your return.**

The Headteacher will consider the reasons for the request carefully, taking into account the effect on the continuity of your child's learning and your child's overall attendance rate, and then may authorise up to five days of absence. The Headteacher will notify you, via the office, of the decision within five working days of receiving your written application.

Leave of absence, for exceptional circumstances, will not be granted if additional leave is taken as holiday either side of this time. Proof of flights or other documentation supporting the request must be produced if asked for.

## Monthly Attendance League

The children love to share their class attendance each week and the class with the highest attendance will be awarded with the most points in our attendance league. Remember "Every Day Counts" so please ensure you send your child to school EVERYDAY unless they are unwell.

## Surrey Inclusion Officer (previously Education Welfare Officer)

The Surrey CC Inclusion Officer (Mrs Samantha Fearnough) also comes in half termly and conducts register checks and she may contact parents if children are consistently late or there are concerns about attendance.



**School success starts  
with attendance**

# School Uniform

At Maybury Primary School all children must wear our school uniform.



## PE Kit



School Uniform	PE Kit
Sky blue polo shirt with school logo Navy blue sweatshirt with school logo or a navy blue cardigan with school logo Grey trousers or a grey pinafore dress or a grey skirt Plain grey socks or plain grey tights ( <b>not leggings</b> ) Black school shoes <b>Summer Uniform (optional)</b> Grey shorts or a blue and white checked dress Plain white socks or white tights ( <b>not leggings</b> )	Sky blue P.E. T-shirt with school logo and navy shorts or jogging bottoms. Navy hoodie Black or white trainers

School uniform can be bought from School Uniform Direct. There is the option of either ordering online at [www.schooluniformdirect.co.uk](http://www.schooluniformdirect.co.uk) or by visiting their shop located in West Byfleet, (1 Park Court, 1 Pyrford Road, West Byfleet, KT14 6SD) Tel: 01932 354406. We hope that this will offer a convenient solution to purchasing high quality school uniform.

**Please label all items of clothing with your child's name.**

On cold days children will always need coats, hats and gloves as they will still play outside. Please ensure your child keeps a pair of named welly boots in school to enable the outdoor learning to take place whatever the weather.

***Jewellery, earrings, nail varnish must not be worn in school.***

# Useful Dates and Academic Dates 2020/2021

AUTUMN TERM 2020		
September		
Tuesday	1	INSET Day – School closed for staff training
Wednesday	2	Autumn Term begins – Children return to school
Wednesday - Friday	2-4	Transition/ Time capsule week
Wednesday	2	Nursery only CLOSED
Thursday	3	Nursery only CLOSED
Friday	4	Nursery only CLOSED
Monday	7	Nursery only CLOSED
Monday-Friday	7-11	Diversity / Inspirational People Week
Tuesday	8	Nursery reopens – Autumn Term begins for Nursery children
October		
Thursday	1	Census Mufti Day – donate £1
Monday	5	Harvest Festival
Monday – Friday	19 – 23	International Week
Tuesday—Thursday	20-22	Parent Meetings—Phone calls for Years 4, 5, 6
Friday	23	Break for half term
Monday – Friday		<b>HALF TERM 26th to 30th October 2020</b>
November		
Monday	2	Children return to school
Tuesday-Thursday	3-5	Parent Meetings—Phone calls for Years 1, 2, 3
Monday	9	Happy Bags collection
Tuesday—Thursday	10-12	Parent Meetings—Phone calls for Reception
Friday	13	Children In Need – Themed mufti day
December		
Thursday	17	Christmas meal for children
Friday	18	End of term for Nursery, Nursery ONLY closes at 12:15pm
Friday	18	End of term, school finishes at 1:30pm
<b>WINTER BREAK 21st December 2020 to 1st January 2021</b>		

## Academic Dates 2020/2021

### Autumn Term 2020

1st September 2020 to 18th December 2020

*Half Term 26th October 2020—30th October 2020*

### Spring Term 2021

4th January 2021 to 1st April 2021

*Half Term 15th February 2021—19th February 2021*

### Summer Term 2021

19th April 2021 to 16th July 2021

*Half Term 24th May 2021—4th June 2021*

(Please note May half term will be for 2 weeks)

### INSET Days—SCHOOL CLOSED for training

Tuesday 1st September 2020

Monday 4th January 2021

Monday 19th April 2021

Monday 19th July 2021

Tuesday 20th July 2021

Wednesday 21st July 2021



# Our Values – Autumn Term



Values-based Education  
IVET Quality Mark

September: Friendship

October: Independence

November: Respect

December: Aspiration

**Friendship:** September's value is **friendship**, some suggestions to encourage this important value at home are:

- Talk about why it is important to have friends and how we can be a good friend.
- Play with friends outside school.
- Read 'Harry Potter' by J.K Rowling, 'Charlottes web' by E.B White or 'Elmer and friends' by David McKee

**Independence:** October's value is **independence**, some suggestions to encourage this important value at home are:

- Give children opportunities to be independent e.g. getting dressed independently, learning to tie their shoe laces and ties on they own, organising their school equipment
- Forget perfection- Accept that children won't do the task as well as you. Let them try to do things for themselves e.g. Making their own cereal, if the milk spills, show them how to clean it up without criticism and assure them it happens to everyone
- Read 'Meerkat Mail' by Emily Gravett or 'Nelson Mandela, Long walk to freedom' by Chris Van Wyk.

**Respect:** November's value is **respect**, some suggestions to encourage this important value at home are:

- Talk about why it is important to show good manners.
- Encourage to help with recycling and discuss why we need to respect our environment
- Read 'Little Rabbit Foo Foo' by Michael Rosen

**Aspiration:** December's value is **aspiration**, some suggestions to encourage this important value at home are:

- Encourage children to try different activities and hobbies
- More than anything, **too many children did not believe that a child "like them" could have a great future.** Encourage your children to believe in themselves and that anything is possible.
- Read 'Mae among the stars' by Roda Ahmed
- Read 'Matilda' by Roald Dahl



## COVID Attendance Guide for Parents

WHAT TO DO IF	ACTION NEEDED	YOUR CHILD CAN RETURN TO SCHOOL WHEN
Your child has symptoms of COVID-19	<p><b>Do not send them to school.</b> Inform school immediately.</p> <p>They must self-isolate for 10 days from when symptoms first appear.</p> <p>Arrange for them to have a test.</p>	<p>... they have completed 10 days' self-isolation.</p> <p>If the test result is negative.</p> <p>Note: If after 10 days, they still have a temperature, they must continue to self-isolate and you should seek medical advice. If, after 10 days, they only have a cough, or loss of smell or taste, they can return to</p>
Your child tests positive for COVID-19	<p><b>Do not send them to school.</b> Inform school immediately.</p> <p>They must self-isolate for 10 days (even if they do not have symptoms).</p> <p>Note: If they develop symptoms during the isolation period, they must restart the 10-day isolation from the day symptoms</p>	<p>... they have completed 10 days' self-isolation. See note above.</p>
Someone in your household has COVID-19 symptoms.	<p><b>Do not send your child to school.</b> Inform school immediately.</p> <p>All household members must self-isolate for 14 days, starting from the day on which the first person in the household became ill or, if they do not have symptoms but have had a positive test, from the day the positive test was taken.</p> <p>No-one in the household should leave the home, even to shop for food or essentials or to exercise.</p> <p>Do not permit ANY visitors to enter your home.</p> <p>If you or your child take a test and it is negative, you/they must still continue with self-isolation as part of the household for the full 14 days.</p> <p>However, if the original person who had symptoms tests negative, members of the household can stop self-isolating.</p>	<p>... they have completed 14 days' self-isolation.</p> <p>Note: If the original person who had suspected symptoms of COVID-19 tests negative, your child can stop self-isolating and return to school.</p>

## COVID Attendance Guide for Parents

WHAT TO DO IF	ACTION NEEDED	YOUR CHILD CAN RETURN TO SCHOOL WHEN
NHS Test and Trace has identified your child as a close contact of someone with symptoms, or a confirmed case, of COVID-19.	<p><b>Do not send your child to school.</b> Inform school immediately. They must self-isolate for 14 days. Follow the advice given to you by NHS Test and Trace.</p>	... they have completed 14 days' self-isolation.
NHS Test and Trace has identified your child as a close contact of someone with symptoms, or a confirmed case, of COVID-19.	<p><b>Do not send your child to school.</b> <b>Inform school immediately.</b> <b>They must self-isolate for 14 days.</b> <b>Follow the advice given to you by NHS Test and Trace.</b></p>	... they have completed 14 days' self-isolation.
Your family has travelled and has to self-isolate due to quarantine regulations	<p><b>Do not send your child to school.</b> <b>Inform school immediately.</b> <b>They must self-isolate for 14 days from the day they return from a destination requiring mandatory quarantine.</b></p> <p><b>Note: Please remember that school attendance is mandatory from 1 September 2020 and that holidays taken in term-time will be recorded as unauthorised absence.</b></p> <p><b>Consider possible quarantine requirements and Foreign and Commonwealth Office advice when booking travel.</b></p>	... they have completed 14 days' self-isolation.
Your child is clinically extremely vulnerable and <b>has received medical advice</b> that they must re-sume/continue shielding.	<p><b>Do not send your child to school.</b> Inform school immediately.</p>	... medical/government guidance confirms that your child should return to school.

Welcome Back  
to the families of  
Maybury Primary  
School!



We have  
missed you!



**Mrs Merritt Headteacher**