



In A Nutshell

Headteacher's Newsletter Autumn Term 2025 Week 13



Dear All

I need to start by saying what a fabulous turn out the Winter Fair was! It was bursting with families and the children and adults certainly looked like they had a great time— especially seeing some of their winnings! A huge thank you to the PTA and staff who worked tirelessly for the event— with a record of all Enterprise stalls selling out!

This week, we have been excited to watch all the dress rehearsals. We are looking forward to welcoming you all at their performances on either Monday or Tuesday. There will be refreshments on sale before each one!

Also, we have had fantastic Rock Steady band assemblies! It is always great to see the new skills and confidence the children have developed over the term on the electric guitar, drums, vocals and keyboard.



On Wednesday, our amazing catering team cooked up a Christmas feast for about 300 children and staff for Christmas Dinner Day! My job was to pour the gravy... that was a lot of gravy! Mrs Targett was observed dancing in the hall to Christmas songs, as was Mrs Rose! A huge thank you to the catering team! It was delicious.

On Friday, our choir, (with some of our past Warlingham students who love this event!!) went to sing Christmas carols to the residents at Greenacres Retirement Home. It is a lovely opportunity for our students to talk and share life stories with the residents— some of whom remember and look forward to their annual visit.

And finally, the Rec— Year 6 Winter event is taking place after school today. The children are snuggling down in their PJs with a Wintery movie and yummy snacks... I wonder if any of them will nod off after such a busy week!

I look forward to seeing you all next week!



Mrs Mace





This week, the children have enjoyed participating in lots of Christmas themed activities. We created a cosy Christmas themed den with a pretend fireplace where the children have snuggled on cushions under sparkly lights to read Christmas themed books.

We have explored Christmas through many arts and craft activities using different mediums such as paint, salt dough, collage and plenty of glitter! The children have participated in lots of fine motor activities, such as decorating a Christmas tree board using small pegs, feeding Christmas themed characters in the oats tray and threading beads onto the branches of a tree. They also took part in a stem activity to build a Christmas trees using paper cups and small parts.

On Tuesday, some of our older children were lucky enough to visit the school to watch reception's rehearsal of their Christmas Concert. It was lovely to see so many of our old nursery children both on stage and in the audience!

On Wednesday we enjoyed Christmas jumper day!

We have continued to create new Talk for Writing 5 sentence stories using Christmas characters and the children have been eager to find our 7 cheeky nursery staff elves each day. We have also been busy practising our songs for our Christmas concert next week.



If you have any problems with Arbor such as logging in, selecting meal choices etc,, please contact the office at office@hamseytlt.co.uk in the first instance and not the class teacher. The office staff can usually solve any issues very quickly!

Communication this week

If you receive a letter that is addressed to another student, please return it unopened to the school office. Thank you for your help.

11.12.2025—Email to Year R re Winter event

11.12.2025—Email to Year 1-6 re Winter event



If you have yet to do so, please complete the parent survey by clicking the link below:

[Autumn Parent Survey 2025 – Fill in form](#)

Attendance

1st place:	Dahl (4) - 98%
2nd place:	Browne (2) - 96.5%
3rd place:	Rowling (3) - 96%
Whole school:	87.78%


Mon 15 th December 9:00am 2:00pm	Years 1&2 Years 5&6	Christmas Play Christmas Concert	Refreshments will be on sale before both events
Tues 16 th December 9:00am 1:30pm	Reception Years 3&4	Christmas Production Pantomime The Wizard of Oz	Refreshments will be on sale before both events
Wed 17 th December & Thurs 18 th December 9:20am-10:15am	Acorns—TLT Trust hall	Acorns Nursery Christmas Carols	Refreshments will be on sale before both events
Thurs 18 th December 9:00am-9:30am 9:45am-10:15am 10:45am-11:15am	Years 1, 2 & 3 Reception Years 4,5 & 6	Christingle	
Fri 19 th December 12:00pm 1:05pm 1:10pm 1:15pm 4:00pm	Nursery Reception Years 1 & 2 Years 3 – 6 ASC	End of Term Finish	

Collection of Hamsey Green children by older siblings

Please be reminded that children can only be collected by someone over the age **16**; unless we have been given written permission from a parent for those in Years 5 and 6 to leave without an adult.

After school activities

If your child is not going to be attending an after school activity but has been in school that day, please can you **inform the office** and not the class teacher. The office maintains the registers for all clubs and needs to be aware of any child who is not going to be in attendance. Thank you for your co-operation.



Children should **NOT** be riding their scooters or bikes through the staff car park, down the driveway or through the playground at the beginning or end of the school day. Please ask the children to dismount and ensure you supervise your children whilst they are on them. Adults have reported some children are riding on the school grounds that is likely to cause an accident or damage to cars. Thank you for your co-operation.

PARKING & ROAD SAFETY

Once again, we have had some phonecalls from neighbouring properties regarding inconsiderate parking and unacceptable behaviour/language towards our neighbours at drop off and pick up times. **Please park considerably around the neighbouring properties to the school. According to the Highway Code it is an offence to park across driveways and it is illegal to park over dropped kerbs. Parking on a private driveway without consent is a civil offence of trespass and may result in prosecution. This is applicable even if you have put your hazard lights on.** A number of parents have raised concerns regarding speeding traffic on Tithepit Shaw Lane at drop off and collection times. Please complete the road safety assessment form for Surrey to assess the road. [Select the option most like the issue - Report a highway issue - Surrey County Council \(surreycc.gov.uk\)](#) - please select Road Safety Outside a School. Should anyone be interested, there is a vacancy for Road Crossing Patrol for outside the school. This is a paid vacancy through Surrey County Council.



Absences, medical appointments & sickness

If your child is absent from school or has a medical appointment, please email absence@hamseytlt.co.uk or leave a message on the absence line (01883 622000 option 1). Please let us know their full name, class and reason; including any symptoms they may be displaying. We do need to hear from an adult **each day** a child is absent for safeguarding reasons. Please do not bring your child to school if they have been sick during the night. If your child has been sick or has an upset stomach, children may be off school for 48 hours following the last episode, each case is dealt with separately.

To avoid impacting your child's attendance ALL medical/dental/optician appointments should be booked outside of school hours

Thank you for your co-operation.

[Is my child too ill for school? - NHS \(www.nhs.uk\)](#) Please read this guidance before keeping your child off.



In a Nutsh-elf



The elves on Monday managed to break the TV, they had to miss their break-time as a consequence before fixing it after school.



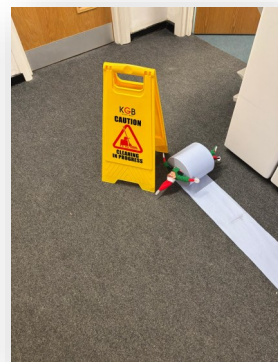
Tuesday, they found some toilet rolls and made Rudolph!

Wednesday, was Christmas jumper day, so the elves borrowed some of the tree decorations to make their jumpers!



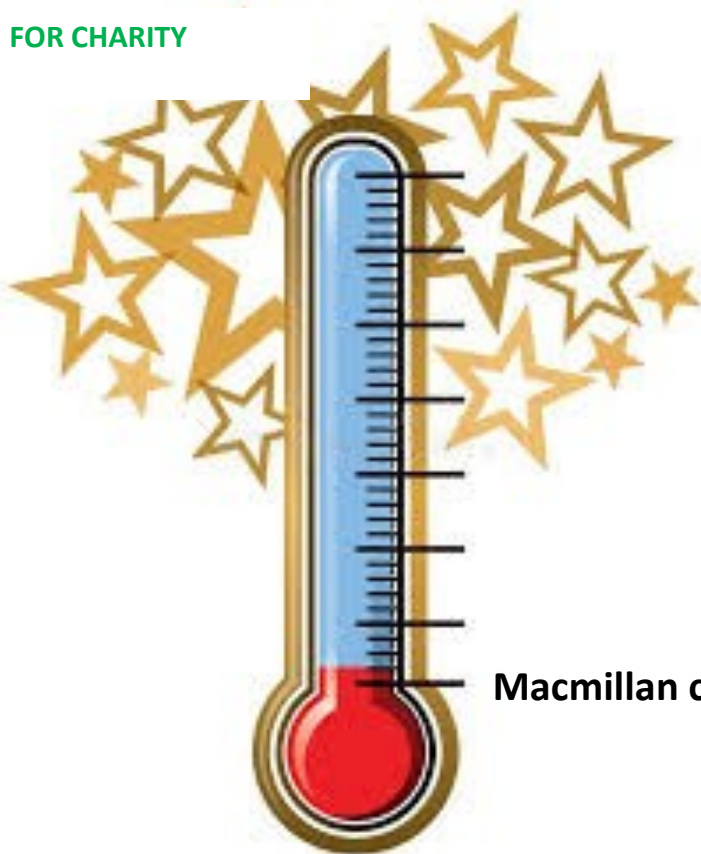
Thursday, the elves found some tinsel and they said they were 'helping' to clean the doors?!.....

§ Friday, the elves were still trying to help to clean, the floors this time



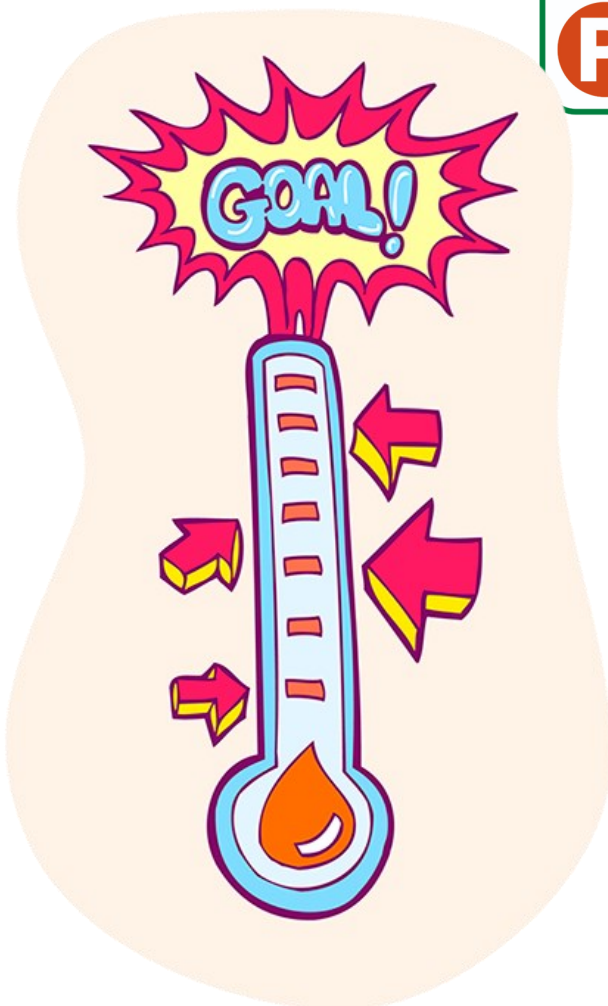
FOR CHARITY

THANKS
for your
DONATIONS



Macmillan coffee £275.35

The friends of
HAMSEY GREEN
PRIMARY SCHOOL
P T A



Contact email addresses for your information:

absence@hamseytlt.co.uk—for all absences including sickness and any medical appointments (future and on the day)

basc@hamseytlt.co.uk—for all enquiries, bookings and amendments to bookings for wraparound care

office@hamseytlt.co.uk—for all other enquiries

Healthy packed lunches

We've noticed that some of the packed lunches coming into school are not necessarily healthy or nutritious. Please can you ensure that what you send in is enough to keep them going for their afternoon lessons.

PLEASE REMEMBER WE ARE A NUT FREE SCHOOL—THIS INCLUDES SPREADS THAT MAY CONTAIN NUTS INCLUDING NUTELLA. THIS IS ALSO APPLICABLE FOR ANY EDUCATIONAL TRIPS.

A Guide to Building...

Healthy Snacks & Lunchbox

P21P

Bring WATER everyday!

Putting tap water in a reusable bottle is FREE and will help keep your child hydrated all day!



Whole Grains

(Great for Snack or Lunch!)

Make sandwiches with whole grain bread. Look for labels that say "100% Whole Grain"

Pack healthy snacks each day. Add a healthy sweet or savory treat. Try whole grain crackers and pretzels for savory snacks or dried fruits for sweet treats.

Snacks

Fruit

(Great for Snack or Lunch!)

Pack fresh fruit each day for snack and lunch. These are easy, convenient ways to add fruits to your day

Add veggies in your child's lunch. They add a healthy crunch instead of chips.

Veggies

(Great for Snack or Lunch!)

Recycle 4 Charity

We are collecting used printer ink cartridges. Please bring them and put them into the recycling box in the office. We are unable to recycle toner or laser cartridges. Any cartridges recycled, helps the school to raise some money. Thank you!

We are regularly asked by parents, carers, grandparents and friends of the school as to how you can support the school to continue to provide a rich, wide-ranging curriculum and a high standard of education. If you would like and are able, to support the school and your child's education, please buy one of the books on our Amazon wishlist. This will arrive at school a few days later and be added to the children's non-fiction book box or class library.

https://www.amazon.co.uk/hz/wishlist/ls/3GIZF85XRY4MG?ref=wl_share

amazon
wishlist



School Uniform

All uniform items are purchased through Price and Buckland directly. Price and Buckland will refer you back to us if it's stock that we hold. [Hamsey Green Primary School | Price & Buckland](#) Please be aware that any items ordered through Price & Buckland to be delivered to the school will take longer than if you pay for p&p for home delivery.

Please name your child's school uniform and coats. We have a lot of unnamed uniform in our lost property box!

FOR NEWSLETTER FOR ALL PARENTS FROM SCHOOLS

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 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 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