



DARLEY DENE DISPATCHES

Empowering success through a strong and respectful home-school partnership

01932 847674

office.darleydene@lumenlearningtrust.co.uk

www.darleydeneprimary.co.uk

Headteacher's Message

At the end of my first week as Headteacher, I wanted to take a moment to thank you all for the kind words on the gate. Having already been part of this wonderful school community as Deputy Headteacher, I feel incredibly privileged to now step into my new role. I know first-hand what a special place Darley Dene is and I am excited to lead the school forward into its next chapter.

Mrs. Butler also started her new role this week as our Deputy Headteacher and has already been busy working with the staff and children across the school. We welcomed Mr. Bartlett as the Year 6 Class Teacher and Miss Lawson as the LAN Centre Class Teacher. Miss Gibson, Miss Alsem, Mrs. Murphy, Mrs. Ghawaite, Miss Stoner, Mrs. Sek, Miss O'Connell and Mrs. Hussein joined our TA team this academic year too. I hope you will join me in making them feel welcome.

Yesterday, the school was filled with positive energy as the children returned with smiles on their faces, eager to spend time in their new classrooms with their new teachers and teaching assistants. I have enjoyed spending these first couple of days in every classroom, speaking to the children and hearing about their summer break and what they are looking forward to this year.

It has been a particularly special week for our Reception children as they had their first day or two with us. They have been busy exploring their new classroom, building new relationships and learning about the routines school life brings.

I led a whole-school assembly to highlight our core value: *We All Belong*. The children behaved beautifully, actively listening and sharing their ideas. I encouraged all the children to consider how we are all different, but that through communication, we are likely to find common ground.

The summer holidays were still a busy time here at Darley Dene, our Nursery has been fully renovated in preparation for our expanded offer of 2-year-old provision. We were also lucky to be successful in our bid for a grant to fill the space with new furniture and resources. Thank you to all the Darley Dene and Central Team staff who have played a part in making sure this is ready for our youngest learners on Monday.

You may have noticed that the sun is shining for a few minutes, quickly followed by a torrential downpour. Please support your child each morning by making sure they have all the resources they need, including a raincoat, cardigan/jumper and waterbottle, to be comfortable and ready to learn throughout the school day.

QUICK LINKS

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School attendance & your child. A Guide for Parents & Carers

Under the Education Act of 1996, 'the parent is responsible for making sure their child receives a full-time education. If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence.' Failure to ensure a child receives their educational needs results in a series of fines and prosecutions for the parent.



What time do I need to get my child to school?

Arrival from: **8:30am**

Register taken: **8:50am**

LATE if arriving after: **8:55am**

UNAUTHORISED ABSENCE: 9:30am

Every Minute Counts!

What difference does arriving a few minutes late make to my child?

If your child is late and has missed the beginning of the school day. Being late, even if only a few minutes, can leave a child (of any age) feeling unsettled and can impact on their whole day.

- 5 minutes may not seem very long but the impact is **3 days lost a year**.
- 10 minutes late a day results in **6 days lost a year**.
- 15 minutes late a day equals **9 days lost a year**.

What's 'Too sick' for school?

We know children get sick and parents often ask 'what is too sick for school?' Here are a few guidelines to help you make a decision as often children can still come to school even if they are feeling a little under the weather.

Be assured, your child's welfare is our priority and if we think your child is too unwell for school we will call for you to collect them.

Send me to school if:

- ✓ My throat's a little sore
- ✓ My temperature is normal
- ✓ I haven't been sick or had any diarrhoea in the last 48 hours

Keep me at home if:

- ✗ I have a temperature over 37.8 degrees Celsius
- ✗ I'm being sick or have diarrhoea or I have done in the last 48 hours

We understand that illness might not be the only reason for a child's absence. There are ways parents and school can work together to make sure your child can have good attendance –just come and speak to us!

Family Communication

Please speak to your child's class teacher quickly so that we can problem solve together before small issues become big problems.

Class teachers are available for any brief updates/questions that you may have about your child at the end of the school day. However if a more in depth conversation is needed or you have a concern about your child, please contact the school office to arrange a meeting.

An initial meeting will be made with you and your child's class teacher via the school office, in the unlikely event that the situation has not been resolved, this will then be escalated to a member of the SLT.

Please note that the response time for requests for meetings is 2 working days as per the school's policy.

Secondary school place

Year 6 parents please remember to apply for a secondary school place for your child by 31 October 2025.

You can apply for a secondary school place from 1 September 2025. Please see link below for application form.

[Secondary admissions](#)



PE Kits

Please see the table below which shows which day your child(ren) need their PE kits in school. You will notice Year 1 & 2 have two different sessions. The first session during the week will be completed in their school uniform and will be a skills-based session.

LAN	Monday & Wednesday	PE Kit to be brought into school and kept in school
Nursery	Tuesday & Thursday	Come into school in PE kit
Reception	Wednesday & Friday	PE Kit to be brought into school and kept in school
Year 1	Tuesday & Thursday	Come into school in PE kit on a Thursday only
Year 2	Tuesday & Thursday	Come into school in PE kit on Thursday only
Year 3	Monday	Come into school in PE kit
Year 4	Monday	Come into school in PE kit
Year 5	Friday	Come into school in PE kit
Year 6	Friday	Come into school in PE kit

Home Learning

Home Learning will begin next week. Please see below the home learning expectations for your child's year group. Any new accompanying usernames and passwords will also be sent home with your child so they can log in at home. To support you in accessing all the home learning platforms that are on offer, we have included direct links on our website [Home Learning](#). Home learning will be given out on a Thursday and will need to be completed (and returned in KS1) for the following Tuesday.

Reception	
Daily Reading	Little Wandle books will be sent home from Thursday 2nd October.
Phonics	A phonics activity which will include rehearsing sounds, writing words and sentences.
KS1 Year 1	
Daily Reading	Little Wandle books will be sent home.
Phonics	A phonics activity which will include rehearsing sounds, writing words and sentences.
Maths	Questions / short activity to complete.
Year 2	
Daily Reading	Little Wandle books will be sent home.
Phonics	Children will bring home a phonics worksheet for your child to complete.
Maths	Questions / short activity to complete.
KS2	
Daily Reading	Books will be sent home.
Atom Learning for Maths & English	1 assigned activity for each subject.
Ed Shed	1 assigned activity.
Times Table Rock Stars	Daily



Alongside their home learning, the expectation is for children to read daily at home for 10-15 minutes. If your child is in Reception or KS1, please log this in their reading journal. If your child is in KS2 (Year 3,4,5 or 6) they will be able to write a short paragraph in their reading journal. *Examples may include their favourite parts in the story, character descriptions and their predictions.*

Each week, your child will also have a chance to visit the Library and they will bring a reading for pleasure book home. This may be a book they can read by themselves or a book to read with you.

House Competition

House Competitions will take place at different points throughout the year and will give the children at Darley Dene the opportunity to win points for their house teams and even compete for prizes. Watch this space for the announcement of the next House Competition in the coming weeks.

Dynamos

Our Dynamo applications will be given to children at the start of next week and our new Dynamos will be announced during our celebrations assembly on Friday. We are greatly looking forward to seeing new children step into the role with confidence and ambition.

September 2025 - School Readiness webinars

The school nursing service are offering free health webinars on school readiness again this year. They are delivered by the school nursing team aimed at Parents who have children starting school in September. Parents can access the booking system to access these free webinars via our website: www.surreychildandfamily.co.uk/services/school-nursing-5-19-years/ [School Nursing 5-19 Years](#)
Dates for delivery are: 25.09.2025/22.10.2025

Messages from the School Office Darley Dene Nursery

Our Addlestone based nursery is an integral part of the wider Darley Dene family, working alongside our Reception year group and supporting children in taking their first steps towards being school-ready. Taking children from 2 years old in September, we offer a wealth of opportunities to learn as they play whilst following the Early Years Foundation Stage framework in an engaging, creative, friendly and encouraging environment. For more information please contact the school office on 01932 847674.

Funded 30 hours and 15 hour Nursery Spaces available in September for 2 year olds as well as 3 year olds. Please complete your details here [Nursery Application Form](#) in order to book your Nursery place for your child in September. If you have younger children and have not registered for when they turn 2 years old, we would encourage you to complete the application form now so that they can be added to the waiting list.

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: [General Data Protection Regulation](#).

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>

Pupil Premium/FSM

Have your circumstances changed? You may qualify for your child to have free school meals and other benefits under the Pupil Premium/FSM scheme from Surrey County Council. Scan the QR code to check.



Uniform

Please ensure that your child's uniform including Coats, Jackets and PE Kits as well as water bottles **are named**.

Parking

Please be considerate to the local residents whilst dropping off your children at school. Thank you

Earrings

It is a Trust-wide stipulation that school children must not wear earrings while taking part in PE lessons. Members of staff cannot remove earrings on behalf of children so a child must be able to remove their earrings independently or alternatively the earrings are removed before they come to school. Children with newly pierced ears are included in these guidelines and so are also required to remove their earrings; the duration of the lesson is not long enough to allow piercings to close over. Additionally, we are not able to allow children to take part in lessons with plasters covering earrings so it is imperative that children learn to remove/insert earrings themselves.

Entrance to School

Entrance to the school should be via the main school gates only between 08.30am - 08.50am. If you need to speak to the office staff, parents should go via the internal door to the office from the playground. The main office entrance is for the use of Breakfast Club only before 08:30am.

Water bottles

Water only is allowed in children's water bottles. **No juice or sugary drinks are allowed in school**. Please also name your child's water bottle.

Lunch Boxes

Darley Dene is a **nut free** school. Please **DO NOT** send your child to school with chocolate spread Sandwiches, chocolate crepes for lunch as it is not possible to distinguish between Nutella and a nut free chocolate spread. If your child has a chocolate spread sandwich or a chocolate crepe we will call home to request that an alternative be brought in. Thank you for your co-operation.

School Meals

Autumn term menu available [click here](#)

Please continue to pay for lunches through your ScoPay account.

Nursery **£2.49**

KS2 **£2.80**



Medication

If your child has been prescribed with medication which needs to be administered during the school day, please ensure that you complete a Pupil Medication Request form which can be found on the school's website or from the school office. Without the completed form staff will not be able to administer any medication.

Our School App

Live and ready for you to install, our school app is available free of charge on your mobile device via the iOS App Store or Android Google Play. Just search for 'School News', look for the dark blue logo (right) and install to give you access to the key parts of our website including our website school calendar, a quick contact tab as well as handy extras to connect you to key school information and online forms. The app calendar will even allow you to add school events to your own device calendar so you need never miss an important date again. Make sure you install it today!

Please visit this link for full instructions on how to install the app on your device: [Darley Dene App](#)

Attendance & Fixed Penalty Notices

Please be advised if families take their children out of school without authority for 5 or more days (which do not have to be consecutive), then the following will apply:

1. If a parent/carer has not incurred a penalty notice relating to the relevant 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. Requests for exceptional leave need to be submitted via the form on our website, at least 2 weeks before the date being requested. All other exceptional leave will or will not be authorised on a case by case basis. A child's attendance and previous requests for leave will always be considered when making a decision.

[Attendance & Punctuality Policy 2024](#)

Vacancies

Saxon Primary School is recruiting

We are looking to recruit a number of Teaching Assistants with a passion for creating lifelong learners, committed to inclusion who has a high expectation of themselves and every child. Working Hours: both Monday to Friday, term time only (39 weeks per year) full time roles of 30 hours per week to be worked 8:30am to 3.15pm and morning only roles working 22.5 hours per week, 8.30am to 1.15pm. These roles are fixed term positions to 31st August 2026.

For more information on these roles please see: [Teaching Assistant](#)



Upcoming Diary Dates Term Dates 2025 - 2026

Autumn Term

Fri 12th Sept - Year 6 - Victorian Workshop
Mon 15th Sept - Enrichment Clubs starts
Tues 23rd - Fri 26th - Book Fair
Thurs 25th Sept - LAN Centre visit to Taplow Adventure Farm
Fri 26th Sept - Nursery & Reception Coffee Morning - 9am
Fri 3rd Oct - Whole School Parent Coffee Morning - 9am
Fri 10th Oct - World Mental Health Day - Hello Yellow Day
Mon 13th - Tues 14th - Year 6 Bikeability
Tues 21st Oct - Individual and siblings photos
Friday 24th Oct - INSET DAY 3
Mon 27th Oct - Friday 31st Oct - HALF TERM
Mon 3rd Nov - Children return to school
Mon 3rd Nov - Fri 7th Nov - Year 6 Bikeability
Tues 11th Nov - Frid 14th Nov - Year 6 Bristol Trip
Thurs 20th Nov - Year 1 Chertsey Museum Toy Workshop
Tues 9th Dec - Pantomime YR -Y6
Fri 19th Dec - End of term 1:00pm

Spring Term 2026

Mon 5th Jan - Children return to school
Mon 16th Feb - Fri 20th Feb - HALF TERM
Mon 23rd Feb - Children return to school
Fri 27th Mar - End of term 1:00pm

Summer Term 2026

Mon 13th Apr - Children return to school
Mon 25th May - Fri 29th May - HALF TERM
Mon 1st June - Children return to school
Fri 17th July - End of term 1:00pm
Mon 20th July - INSET DAY 4
Tues 21st July - INSET DAY 5

Kind regards



Zoe Devonport
Headteacher

Darley Dene Primary School Penalty Notice and Fines

Changes effective 19/08/24

1

FIRST OFFENCE

The first time a Penalty Notice is issued for term time leave or irregular attendance the amount will be:

£160 per parent per child if paid within 28 days.

Reduced to £80 per parent per child if paid within 21 days.

2

SECOND OFFENCE

(WITHIN 3 YEARS)

The second time a Penalty Notice is issued for term time leave or irregular attendance the amount will be:

£160 per parent per child if paid within 28 days.

No reduced rate will be offered.

3

THIRD OFFENCE AND ANY FURTHER OFFENCES

(WITHIN 3 YEARS)

The third time an offence is committed for term time leave or irregular attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates fines can be up to £2500 per parent, per child.

Cases found guilty in Magistrates' Court can show on a parent's future DBS certificate, due to failure to safeguard a child's education.

10 SESSIONS (5 DAYS) OF UNAUTHORISED ABSENCE IN A 10-WEEK PERIOD
Penalty Notice Fines will be considered when there has been 10 sessions of unauthorised absence in a 10-week period.



01932 847 674



www.darleydeneprimary.co.uk





NURSERY & RECEPTION COFFEE MORNING

FRIDAY 26TH SEPTEMBER
9AM - 9:45AM

Catherine Webb, the Home School Link Worker,
and Mrs Jones the ELSA will be available to answer
any questions and discuss any support
you may need with your child settling in school.

We really look forward to seeing you.
Catherine Webb & Mrs Jones
The Pastoral Team

JUBILEE HIGH SCHOOL OPEN EVENTS



OPEN EVENING 24th
SEPTEMBER 2025
(5:00pm - 8:00pm)

OPEN MORNINGS
22nd, 24th & 29th SEPTEMBER and 1st OCTOBER 2025
(Tour Times 9:15am and 10:15am)

BOOK ONLINE AT WWW.JUBILEEHIGH.SURREY.SCH.UK



OVER 50?

Want to lose weight and gain health by burning calories?

Looking for a fresh hobby for increased Wellbeing?

Looking for a new social event?

Thought you had kicked your last football?

THEN:

WALKING FOOTBALL

could be your answer

WHERE:

- You can have great fun with like minded people
- You can briskly walk for one hour
- You can burn between 200 to 500 calories



300 CALORIES **FREE SESSION**

SO: if you would like a FREE go at Walking Football

Then please e-mail Mark Drinkwater: mdrinky81@gmail.com or whatsapp/text 07912 163257 we will be in touch



Eileen Tozer Centre Addlestone

Social
Centres

A welcoming space for older adults to enjoy companionship, activities and support.

Opening hours Tuesday, Thursday and Friday 10am - 3pm

Daily hot lunches

Enjoy freshly prepared, nutritious meals in a friendly, social setting.

Transport service

We offer safe and reliable transport to and from the centre for a small cost. **Subject to availability.**

Social activities

Stay active and engaged with a variety of fun and inclusive activities

- Bingo
- Chair based exercises
- Quizzes
- Seasonal celebrations and events

Combat loneliness

We understand how isolating life can feel sometimes. Our centre is a place to make friends, share stories and feel part of a caring community.

Find us at:

Eileen Tozer Centre, 25 Station Road, Addlestone, KT15 2AN

01932 841088

eileentozer@runnymede.gov.uk

Runnymede
BOROUGH COUNCIL



**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



5th September 2025