



Manorcroft Primary School

Weekly Bulletin

Autumn Term 2026, Week 2

New Term - Welcome back to all our children, families and staff as we start another school year. It's been a busy time welcoming new faces and settling everyone in, however it's been a really positive start. We've been very impressed with our new YR children who have settled very quickly into school life - a big shout out to our KS2 children who have been helping support our youngest children in the playground at lunchtime.

Curriculum Meetings - A reminder that our curriculum meetings start next week. All meetings are at 8.50am, so after you have dropped your child off in the morning, please make your way to the Hall. All dates were shared this week on the 'September Diary Dates'.

Goodbye & Good Luck - Although it's the very beginning of term, we are sadly saying goodbye to a valued member of our staff team. Mrs Wilkinson, who has worked at Manorcroft for 10 years, is moving on today. She is taking up a new, exciting opportunity working for the Mental Health Support Team at Surrey. We wish her all the very best of luck and thank her for everything she has done for the children and school over her time here.



Contacting the School - All general school enquiries, including any changes to pick-up arrangements, medication, Scopay payments, etc. must be made to the Admin Team:

Tel: 01784 432155

Email: info@manorcroft.surrey.sch.uk

Teachers:

Each year group has a shared email account for supporting with Home Learning and any general, non-urgent questions. Please note, the accounts will only be checked once a day, during working hours.

YearR@manorcroft.surrey.sch.uk

Year1@manorcroft.surrey.sch.uk

Year2@manorcroft.surrey.sch.uk

Year3@manorcroft.surrey.sch.uk

Year4@manorcroft.surrey.sch.uk

Year5@manorcroft.surrey.sch.uk

Year6@manorcroft.surrey.sch.uk

Miss Fuller & Mrs Jordan

Mrs Cox, Mrs Hayward & Mrs Mehmedaj

Miss Davis & Mrs Manning

Miss Gulzar & Mr Palacios

Miss Govey, Mrs Jassal & Ms Taylor

Miss Nasir & Miss Redman

Mrs Alden & Miss Prout

Golden Wellies Award - Congratulations this week to Florence in Y4 for her super creativity with the lego. It has been lovely to see at lunchtime - well done!



Coming Up Next Week:

Monday: Autumn Term Clubs starting
Y6 Curriculum Meeting, 8.50am
Tuesday: Y5 Curriculum Meeting, 8.50am
Wednesday: Y4 Curriculum Meeting, 8.50am
Y6 Swimming
PTA AGM, 6.30pm
Thursday: Y3 Curriculum Meeting, 8.50am

Instagram - Follow the school on Instagram - [@manorcroftprimary](https://www.instagram.com/manorcroftprimary)



Attendance Reminders

As every parent is aware, children's attendance at school is statutory and is closely monitored. Any patterns in absence and lateness are tracked and we will contact parents directly if we are at all concerned. Full details about attendance and the school's expectations can be found in the [Attendance Policy](#) on the website.

Reporting Absence:

All absence must be reported daily. If your child is unwell, then we understand that this cannot be helped; however, you must contact the Admin Team with the full details so that this can be logged and monitored:

Tel: leave a message on the absence line by 9.20am (01784 432155)

Email: absence@manorcroft.surrey.sch.uk

Persistent Absence:

If your child's attendance has fallen below 90%, then this is considered 'persistent absenteeism'. This level of absence is incredibly serious and is the equivalent of missing half a day of school a week. You will be contacted directly and required to attend an attendance meeting in school, where an action plan for improvement will be put in place. We have a duty of care to safeguard all children and all persistent absenteeism is reported to the Surrey Attendance Service (SAS).

Exceptional Leave of Absence:

Permission for absence during term time will only be granted in exceptional circumstances and authorisation cannot be given retrospectively. All requests need to be submitted using the form available on the school website. Please note, family holidays/travel are **not** deemed exceptional circumstances and therefore will not be authorised.

Penalty Notices:

Reminder from Surrey County Council that if parents/carers 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 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.



Celebration Assembly

YR London	All of the children in YR London	YR York	All of the children in YR York
Y1 Aberdeen	Tilly	Y1 Glasgow	Akira
	Ernie		Sasha
Y2 Bristol	Anna-Maria	Y2 Exeter	Zoya
	Jess		Shobhit
Y3 Belfast	Hamda	Y3 Dublin	Pia
	Finn		Leo
Y4 Durham	Sienna	Y4 Warwick	Ronnie
	Yuvi		Emilia
Y5 Cardiff	Amelia	Y5 Swansea	Michael G.
	Ahmed		Jesse
Y6 Oxford	Astrid	Y6 Cambridge	Rihanna
	Charlie M.		Angelina

Attendance Award

The Attendance Cup this week goes to: **Y4 Durham** with **99.7%**

