



Friday 5th September
2025

The **CRANLEIGH CHRONICLE**

HEADTEACHER'S EDITION

MESSAGES

Welcome back to a new school year at Cranleigh. I hope you and your families had a good summer and are ready for the year ahead. It's been lovely to see the children coming back into school with such enthusiasm.

From this term, **newsletters** will be sent out fortnightly. In this issue you'll find the **Pupil Premium forms** – please do complete and return them as they make a real difference to the support we can provide. We've also created a **Communication Protocol**, which you can find on the school website within the Policies section. Please take a few minutes to read it and do ask if you have any questions.

I'm very much looking forward to the year ahead and to working with you to make it another successful one for all our children.

Have a lovely weekend.

Kate Pelazza
Headteacher

Dates for your diary

Reception Children's First Day

Monday 8th September

9am - Year 1 Meet the Teacher Session

Monday 15th September

9am - Year 2 Meet the Teacher Session

Tuesday 16th September

9am - Year 3 Meet the Teacher Session

Wednesday 17th September

2:30 - Year 5 Meet the Teacher Session

Wednesday 17th September

9am - Year 4 Meet the Teacher Session

Thursday 18th September

2:30 - Year 6 Meet the Teacher Session

Thursday 18th September

9am: Meet the SEND Team - For Parents of Children with SEND

Tuesday 23rd September

All calendar dates can be found on
our [website!](#)



**Cranleigh C of E
Primary**

EXTRA FUNDING

We want to give your child the best possible support at school, from great teaching to healthy food and extra activities.

If you receive certain benefits, your child may be eligible for additional funding from the government. This extra money goes directly towards helping your child – through things like extra tuition, more staff, and after-school clubs.

There's no cost to you, and it's completely confidential outside of school – there's no stigma, and no one will know your child is receiving support.

You may qualify if you receive:

- Universal Credit (with income under £7,400)
 - Income Support
 - Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
 - Guarantee Pension Credit
 - Working Tax Credit run-on
- Child Tax Credit (income under £16,190, no Working Tax Credit)

Even if you're not sure, it's worth applying; it helps your child and supports the whole school.

PLEASE CAN WE ASK YOU ALL TO COMPLETE THE FORMS ON THE FOLLOWING 2 PAGES AND HAND IN/EMAIL TO THE OFFICE.

Pupil Premium Forms (Form 1)

ABOUT YOUR CHILD/CHILDREN

Child's Last Name	Child's First Name	Child's Date of Birth DD/MM/YYYY	Name of School

PARENT/GUARDIAN DETAILS

	Parent/Guardian 1	Parent/Guardian 2
Last name		
First Name		
Date of Birth DD /MM/YYYY		
National Insurance Number*		
National Asylum Support Service (NASS) Number		
Daytime Telephone Number		
Mobile Number		
Address	Postcode:	Postcode:

Pupil Premium Forms (Form 2)

FAMILY INCOME AND BENEFIT DETAILS

If you receive any of the benefits listed below, please place an X in this box.

☐

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of Pension Credit
- Child Tax Credit (with no Working Tax Credit)
- Working Tax Credit run-on
- Universal Credit.

Universal Credit

If you are in receipt of **Universal Credit**, is your net earned family income over £7,400 per year? (Please place an X in the appropriate box).

Your net earned income is your household income after taxes and deductions. It does not include income through Universal Credit or other benefits that you may receive.

Yes ☐ No ☐ Unsure ☐

Child Tax Credit

If you are in receipt of Child Tax Credit, is your joint gross annual income over £16,190 per year? (Please place an X in the appropriate box).

Your joint gross income is your household income before taxes are taken into account.

Yes ☐ No ☐ Unsure ☐

If you're not sure whether you receive one of the listed benefits, or what your household income is, but you would still like us to check whether your child is eligible for free school meals, please

place an X in this box. ☐

DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes. I agree to the local authority using this information to process my application for free school meals. I also agree to notify the local authority in writing of any change in my family's financial circumstances as set out in this form.

Signature of parent/guardian:

Date:.....



COMMUNICATION

At Cranleigh C of E Primary we value clear, respectful and timely communication between home and school. To help you know the best way to get in touch, we have set out a **Communication Protocol**. This ensures you know who to contact, how to do so, and what to expect in terms of response times. It also helps our staff to focus on their main roles and responsibilities whilst still keeping you informed and supported.

We kindly ask that you use the school's main channels (office phone and email) and allow time for staff to respond. Please note that teachers are not able to respond to requests for conversations during the school day, and meetings should always be arranged in advance.

We also remind you that **all communication must remain respectful and considerate**, so that together we can maintain the positive and supportive ethos of our school community.



P.E. Days

P.E. days for each class are listed below.

Please ensure children come to school in their P.E. kit on those days.

Reception: Tuesday

Year 1: Monday & Wednesday

Year 2: Wednesday & Friday

Year 3: Tuesday & Friday

Year 4: Monday & Wednesday

Year 5: Wednesday & Friday

Year 6: Tuesday & Thursday

FRIENDSHIP

Faith

This half term, our whole school value is **Friendship**. Together, we'll be exploring what it means to be a good friend; someone who listens, encourages, forgives, and shows kindness to others.

In our first day back assembly yesterday, we reflected on the story of David and Jonathan (1 Samuel 18–20). Their friendship shows us the importance of loyalty, trust, and support, even in difficult times. Jonathan stood by David when he needed help the most, reminding us how powerful true friendship can be.

We're encouraging the children to think about how they can be a good friend at school, at home, and in the wider community. Small acts of kindness, looking out for others, and speaking kindly are all ways we can live out this value each day.



Communication and Kindness

As part of our commitment to strengthening friendships and positive relationships, we are also introducing our new communication protocol. This sets out how we can work together as staff, parents, and carers, always with respect, understanding, and kindness at the centre.

By living out our value of Friendship and following our new approach to communication, we hope to continue building a school community where everyone feels valued and supported.



THIS WEEK AT CRANLEIGH

Over the summer, we were delighted to see the installation of our brand-new multi-use playground. The space includes courts and markings for tennis, football, basketball, and netball, as well as a running track. We are excited that our pupils now have a fantastic new area to enjoy active play and sports. It'll be open from Monday!





Safeguarding Contacts

If you have any concerns regarding a child, please ask to speak to one of our safeguarding team below straight away:

K. Pelazza: Headteacher / Designated Safeguarding Lead (DSL)

J. Mills: SENDCo / Deputy Designated Safeguarding Lead (DDSL)

N. Jackson: Assistant SENDCo / Deputy Designated Safeguarding Lead (DDSL)

T. Church: Thrive Practitioner / Deputy Designated Safeguarding Lead (DDSL)

M. Parry: Local Committee Safeguarding Lead

The Good Shepherd Trust [contacts](#)

ATTENDANCE

Penalty Notices

If you take your children out of school without authorisation 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 section 444 of the Education Act 1996.

ATTENDANCE:

PUNCTUALITY REMINDER

If your child arrives after the register closes at 8:55am, they will receive a late mark.

These late marks contribute to periods that may result in a **fine.**

Arriving late means your child may miss the beginning, or even all, of a lesson. This can have a significant impact on their learning, as they may not understand what to do.

Please make sure your child arrives at school by 8:50am each day.

If you're experiencing difficulties getting your child to school on time, please speak to a member of our team; we're here to help.



Save the date!

ARE YOU THE PARENT OF A CHILD WITH SEND?

If so, join Mrs Mills & Mrs Jackson for
their coffee and cake parents' session!

TIME: 9am

DATE: Tuesday 23rd September



INCLUSION COFFEE MORNING

Come and join us!

Community Notices



Dear Families,

We are pleased to let you know that Cranleigh C of E Primary School are participating in the **Partnership for Inclusion of Neurodiversity in Schools (PINS)** programme, which aims to improve support for children with additional needs.

Supporting us in the PINS project will be Family Voice Surrey (the PCF for Surrey). Who are looking forward to meeting and supporting you throughout the process.

In the first instance to support the PINS Project, Family Voice Surrey have created a Parent Carer Survey. This is for all Parents to be able to share their thoughts and understand the project better. Please find below the link to that survey.

<https://www.surveymonkey.com/r/XH39QTP>

The closing date for the survey will be 25th September

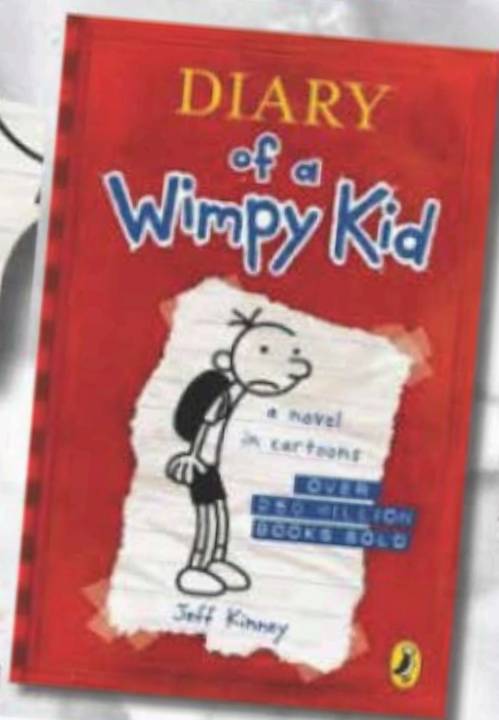
We look forward to hearing your feedback from the survey.

Community
Notices

CHATTER BOOKS



Children's Book Club
Cranleigh Library
20th September
11am-11.30am



@cranleighlibrary



@cranleighlibrary



@cranleighlibrary



SURREY
COUNTY COUNCIL



Community
Notices

NEILL CAMERON'S

CHATTER
BOOKS

**DONUT
SQUAD**

Children's Book Club
Cranleigh Library
18th October 11am

**TAKE OVER THE
WORLD!**

EPIC! HILARIOUS!
EXPLOSIVE!

SURREY
COUNTY COUNCIL

@cranleighlibrary

Have a wonderful weekend.

