



Puttenham
Church of England School

Reception Welcome Booklet September 2025

Helpful information for starting
school



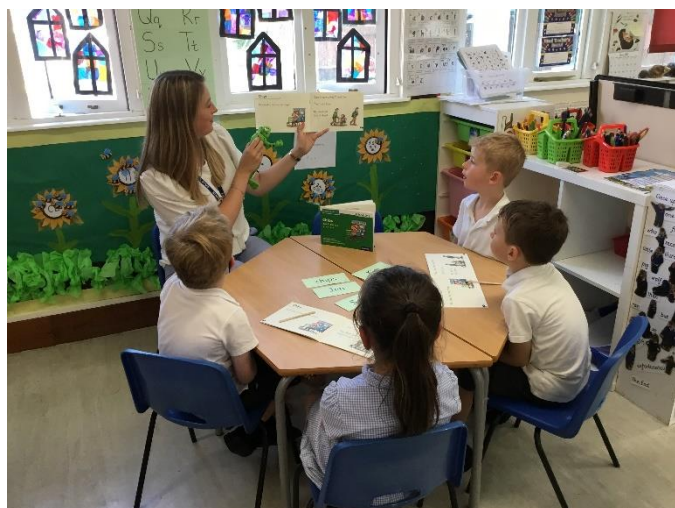
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Welcome from all of the staff at Puttenham Church of England Infant School

We warmly welcome you and your family to reception. We aim to provide a happy, secure, friendly and stimulating environment in which children can develop and grow.

Your child enters reception as an experienced learner, bringing from home a great deal of knowledge about themselves and their world. We hope to be able to work together to build on and extend their developing interests, skills and experiences. We believe that through first-hand experiences, children can meet challenges, make decisions and think creatively and critically. We are committed to working in partnership with parents and by working together we can enhance learning.

This handbook has been written to help you get to know us and to help you settle into school life. We very much look forward to working in partnership with you to ensure your child's time at Puttenham School is a happy one. If you have any questions please come and speak to us, we are happy to help!



Our Christian School

Our Mission Statement

Our village school strives to provide the best possible education for all its children in a caring and happy Christian community.

Our Vision

Puttenham Church of England Infant School provides a caring and inclusive community. Everyone in our village school and Parish is an important and respected member of God's family.

Our school badge is the emblem of St John the Baptist who described Jesus as 'The Lamb of God'. Under his guidance, we live out our Christian values of love, hope, resilience, respect and wisdom to flourish as individuals and be the very best we can be.

Our School Values

We believe that at the heart of our school are our core values of love, hope, respect, resilience and wisdom. These values underpin our spiritual, moral, social and cultural development.



Our Academy Trust

On 1st May 2024 we joined a family of Christian schools within [The Good Shepherd Trust](#). Our shared values underpin our commitment to ensure each child flourishes and grows whilst in our care and are prepared for the next stage of their education.

Meet the Reception Team



Hedgehog Class Staff

Class Teacher: Mrs Drury



Teaching Assistant: Mrs Gill



Safeguarding and Keeping Safe

We are committed to safeguarding and promoting the welfare of all the children at our school. **Our designated safeguarding lead (DSL) is Miss De Filippis; the Deputy DSLs are Wendy Hazzard, Liz Dynan and Rachel Drury.**

The Safeguarding Governor is Jo Thompson.

Online safety

Children will use technology more as they get older. We teach discrete online safety lessons each term and remind the children of how to keep safe each time they use the iPads or laptops. The teachers ensure that the children can only access child friendly sites using our internet filters and carefully planned lessons.

First Aid

All staff at Puttenham are first aid trained. There are paediatric first aiders in school. We also undertake annual anaphylaxis training.

We will carry out first aid for minor injuries. We will inform you of any injuries your child has had, either verbally or in writing. There may be occasions when we will phone you. All injuries are recorded and monitored.

Please let the school know if your child has asthma or an allergy. Where necessary, the school will require an inhaler or auto-adrenaline injector (AAI, often called an 'epipen') to be left at school. This will be stored in a named box. Parents must sign a form to enable the school to administer any medication. All the school staff will be aware of children's individual medical needs.

Medicine

We are able to administer medication in accordance with our Supporting Pupils with Medical Conditions and the Administration of Medicines Policy. Parents will be required to complete a medical permission form.

Illness

If your child is ill, please inform the school by 9.00am either by email or phone. If they have a stomach or sickness bug, they must remain at home for 48 hours. This is on the advice of the NHS and to ensure the health and welfare of other children.

Head Lice

Unfortunately, it is common for children to pick up head lice. We ask you to check your child's hair regularly and treat if necessary. Please inform the school if you find head lice on your child.

Uniform List

Autumn

- White polo shirt (with school logo optional) or white shirt
- Royal blue school sweatshirt or cardigan with school logo
- Grey pinafore dress or skirt
- Grey trousers
- Grey, white or navy socks or tights
- Black flat shoes or sandals (not opened-toed or trainers)
- Waterproof/fleece coat (with school logo optional)
- Hi-vis waistcoat



Summer

- White polo shirt (with school logo optional) or a white shirt
- Royal blue school sweatshirt with logo
- Cotton summer dress (blue and white checks or stripes)
- Grey pinafore dress or skirt
- Grey school trousers or shorts
- Grey, white or navy socks or tights
- Black flat shoes or sandals (not opened-toed or trainers)
- Waterproof coat
- Hi-vis waistcoat



P.E Kit

- Navy blue shorts
- Royal blue school logo PE T-shirt
- Navy blue jogging bottoms and sweatshirt
- Plimsolls/trainers

Other

- Book bag with the school logo
- Sun hat (with school logo optional)
- Named water bottle
- Fleece with school logo (optional)



All items of clothing must be clearly marked with the child's name.

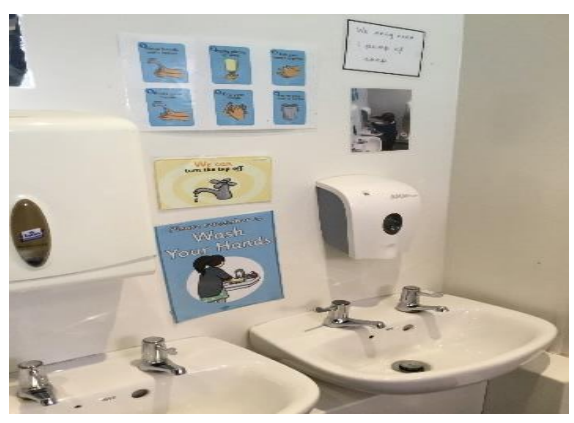
No jewellery is to be worn in accordance with Surrey County Council guidance.

Hair that is at a length that can be tied up, must be tied up at school.

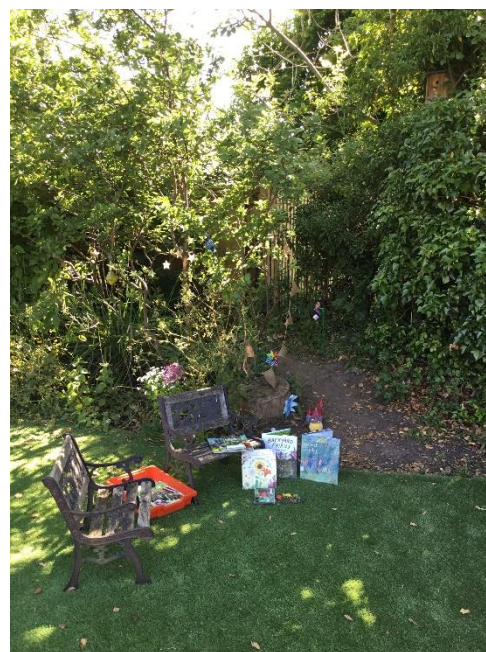
The children will wear their PE kit to school on PE days.

Uniform can be ordered online from <http://www.yourschooluniform.com/schools/index/puttenham-church-of-england-school-1>

Hedgehog Classroom



Hedgehog Class Outdoor Area



Daily Routine



Reception children can come into the classroom from 8:30am. The register is taken at 8:40am. They are encouraged to hang their coat on their own peg, put their book bags and water bottles away and then self-register by finding their name card. Attending regularly allows your child to fully benefit from the continuity of activities and experiences. If your child is unable to attend due to illness, holiday or other circumstances, please contact the school office by 9am to let us know.

Throughout the day, your child will have access to rich indoor and outdoor learning experiences. There will be opportunities for your child to work on a one-to-one basis, in small groups and as a class. We have a snack time where children have the opportunity to develop their social skills. A range of healthy snacks and milk is provided. Milk is free before 5 years of age. If your child would like milk after their 5th birthday, you can pay for them to receive this from the Cool Milk website, www.coolmilk.com. Children take part in whole school assemblies and playtimes. Lunch is at 12:00pm. School finishes at 3:00pm.



Parking at Puttenham School

There are parking spaces in the school's car park, in the Marwick Hall car park and the skateboard car park at the rear of the school. You will need to park on The Street if you need to leave before 8.40am.

In order to keep our children and families safe, the key rules are:

- **DO NOT** block the track to the fields at the end of School Lane.
- **DO NOT** allow your children to play on the grass by Orchard House; it is private property.
- **DO NOT** drive up School Lane **after 8.30am** or leave before **8.40am**.
- **Maximise the spaces** available at the Marwick Hall by parking as far back as possible, even if this means blocking someone or you being blocked in. It will only be for 10 minutes or so!
- Children **must** walk with their parents on the lane.
- Children **must** wear their hi-vis waistcoat.
- **Park considerately**
- Use the rear car park of school. The back gate is opened at 8.20am.
- If you need to make a quick getaway or do not want to be blocked in, park on The Street or make alternative arrangements such as car sharing.

We ask everyone to drive with a little thought, courtesy and consideration to ensure drop off and pick up times run smoothly and our school community remain safe.

Please inform all other adults such as child-minders or grandparents who may bring your child to school of these arrangements.

Finally, in order to reduce traffic and parking problems, please find alternative ways to get to school such as parking further away and walking or car sharing.

Healthy Eating



We are very proud of our healthy eating status. We provide a free hot school meal each day. Meals are free for Reception and KS1 children. They are prepared by Caterlink (our catering provider) and served in the Marwick Hall. Caterlink are able to provide meals to cater for special diets i.e. nut free, gluten free, vegetarian etc. Lunchtime is from 12 noon to 1pm.

Pupil Premium - Free School Meals

Please let us know if you think your child may qualify for free school meals (e.g. you are receiving income support, job seekers allowance or other child tax credits). We will receive additional funding to support your child's learning. Please speak to Mrs Hazzard (school office) for further information.

Snack

Each morning the children are given a free vegetable or piece of fruit provided by the School Fruit and Vegetable Scheme.

Water

Please provide your child with a named water bottle each day. The water bottles are easily accessible throughout the day. The children are encouraged to drink regularly.

Milk

Milk can be ordered through the Cool Milk website, www.coolmilk.com. This is free until your child is 5 years old. You are still able to purchase milk for your child after their 5th birthday.

PLEASE NOTE WE ARE A NUT FREE SCHOOL.



EYFS Curriculum (Development Matters)

Our children explore a rich and stimulating curriculum based on the seven areas of development:

- ✓ Personal, Social & Emotional Development
- ✓ Communication & Language
- ✓ Physical Development
- ✓ Literacy
- ✓ Mathematics
- ✓ Understanding the World
- ✓ Expressive Arts & Design.

Personal, Social & Emotional Development (PSED)

This includes self-regulation, managing self and building relationships. PSED is crucial for children to lead healthy and happy lives and is fundamental to their cognitive development. The children have a variety of opportunities to work with one another both in adult led and child initiated activities. On a daily basis, we encourage the children to talk about their feelings and are supported to manage their emotions. Stories are an important part of the day and shared as a whole class. Through story time this allows us to explore empathy, positive relationships, positive sense of self and our school values.

Communication & Language

This includes listening, attention, understanding and speaking. The number and quality of the conversations they have with adults and peers throughout the day in a language-rich environment is crucial. The children have frequent opportunities to develop these skills. We read many stories, take turns, and listen to one another on the carpet. Our role play areas provide rich language development and allows them to trial and test new vocabulary in a purposeful way.

Physical Development

This includes gross motor and fine motor skills. Physical activity is vital in children's all-round development, enabling them to pursue happy, healthy and active lives. We have PE sessions to develop key skills and in our continuous provision, the children have access to a variety of activities to develop their fine and gross motor skills. We also have access to large construction equipment. Our topic sessions provide opportunities for children to learn about the importance of regular exercise to keep our bodies healthy.

Literacy

This includes comprehension, word reading and writing. It is crucial for children to develop a life-long love of reading. Our curriculum follows the 'Read, Write Inc.' phonics programme. The children have access to daily phonics sessions, which underpins their reading development. For Reception children, the phonic sounds they have learned that week are uploaded on Class Dojo and reading books are sent home. Reading is our main homework as it enables all other learning. We encourage you to read as much as possible with your child, whether you yourself read to them or you encourage your child to read their reading books. We change reading books once a week if they have been read. Reception children are also able to take home library books. These are changed on a weekly basis.

Mathematics

This includes number and numerical patterns. Developing a strong grounding in number is essential so that all children develop the necessary building blocks to excel mathematically. We have daily maths sessions where the children are given first hand experiences to learn specific strategies and concepts. We believe in a practical approach to learning and use a variety of resources to develop children's knowledge and understanding. We also learn rhymes, sing songs and read stories to help us.

Understanding the World

This includes learning about people, culture and communities, past and present and the natural world. Our topic sessions ensure that children have opportunities and experiences to develop their current knowledge about the world. For example, we learn about different cultures and religions, our local environment, life cycles and different countries. In addition, listening to a broad selection of fiction and non-fiction books will foster their understanding of our culturally, socially, technologically and ecologically diverse world. We take children out on trips to consolidate their knowledge further as we believe that children learn best through first-hand experiences.

Expressive Arts & Design

This includes creating with materials and being imaginative and expressive. The development of children's artistic and cultural awareness supports their imagination and creativity. It is important that children have regular opportunities to engage with the arts, enabling them to explore and play with a wide range of media and materials. On a weekly basis, we have focused art/design technology sessions where the children learn and develop specific skills. We also have designated art areas in our continuous provision, where the children have constant access to a wide variety of materials. We teach regular music and dance sessions to encourage the children to represent their feelings and emotions in different ways. The children's interests are taken into account and we develop these to provide stimulating experiences to promote their ideas further.



Phonics, reading and writing



We use the Read, Write Inc. phonics scheme from Reception to Year 2. Please read the information on the school's website to find out more about how we teach reading and writing

<https://www.puttenhamschool.co.uk/how-we-teach-reading/>

Articulation of sounds video: <https://www.youtube.com/watch?v=UCI2mu7URBc>

Handwriting Script

The children learn to write in a multi-sensory way. This includes using a rhyme to help them remember the letter formation. Please see below the Read, Write Inc. rhymes.

Rhymes for letter formation - taken from Read Write Inc.

a  Around the apple and down the leaf.	b  Down the laces to the heel and around the toe.	c  Curl around the caterpillar.	d  Around the dinosaurs bottom, up his tall neck & down to his toes.	e  Lift off the top and scoop out the egg.	f  Down the stem and draw the leaves.
g  Around the girls face, down her hair and give her a curl.	h  Down the head, to his hooves and over his back.	i  Down the body and dot for the head.	j  Down his body, curl, dot for his head.	k  Down the kangaroo's body tail and leg.	l  Down the long leg.
m  Down Maisie, mountain, mountain.	n  Down Nobby and over his net.	o  All around the orange.	p  Down the pirates plait and around his face.	qu  Round her head, up past her earring, down her hair, and flick.	r  Down the robots back and curl over his arm.
s  Slither down the snake.	t  Down the tower, across the tower.	u  Down and under, up to the top and draw the puddle.	v  Down a wing, up a wing.	w  Down, up, down, up.	x  Down the arm and leg, repeat the other side.
y  Down a horn, up a horn and under head.	z  Zig-zag-zig.				

Forest School



For one term during the year, each class has the opportunity to take part in Forest School on a Friday morning. This becomes the focus for the children's learning in Physical Development for this term. Being outside in a woodland environment also allows the children to develop in all other areas of learning whilst playing.

We ask that you provide your child with appropriate outside clothing as we go out in all weathers! On their Forest School day, the children come to school wearing their forest clothes. They will need to bring their school clothes to change into after and a suitable bag to take their forest school clothes home in. It is essential that all items are clearly labelled.



For Forest School, your child will need:

- ✓ a waterproof coat
- ✓ waterproof trousers
- ✓ wellies
- ✓ hat, scarf and gloves for colder weather



Early Years Foundation Stage Assessment

BASELINE ASSESSMENT

In 2021, the government introduced a Reception Baseline Assessment. When your child starts school they will carry out a short interactive assessment. Please click the link to find out more information <https://www.gov.uk/government/publications/reception-baseline-assessment-information-for-parents>

We regularly observe your child to help us understand and support their individual wellbeing and development. We want to get to know your child as a unique person with their individual skills, interests and ideas. Children learn best when they are healthy, safe and secure and when they have positive relationships with the adults caring for them. The more we understand about your child, the better we can plan ways to support their learning and development.

We currently use 'Class Dojo', an online communication tool, to inform you of what is being taught on a termly and weekly basis. We also upload photographs and videos for you to see your child's learning.

Any independent and adult led work that the children produce will be filed in their learning journal folders. These stay in school but you are welcome to view them, and any other pieces of work they produce, at Come and See My Learning session each term.

We love finding out about all of the children's achievements at home and you can share this with us by using your child's account. Some of these will then be shared with the rest of the class and celebrated.

In the autumn and spring terms, we hold parent consultations to discuss your child's progress, individual achievements and next steps. At the end of the year, you will receive a full report stating where they are in their learning in relation to the Early Learning Goals. This information will also be passed onto the Local Authority as part of a statutory requirement.

EARLY YEARS PROFILE ASSESSMENT (EYFSP)

The EYFSP is a statutory assessment of children's development at the end of the early years foundation stage. The EYFSP supports successful transition between the EYFS and year 1 teachers. This should inform the year 1 teachers about each child's stage of development and learning needs to help them plan the year 1 curriculum.

The children are defined as having reached a good level of development (GLD) at the end of the EYFS if they have achieved at least the expected level for the ELGs in the prime areas of learning and the specific areas of mathematics and literacy.

Parents are informed of their child's progress and next steps in their end of year report.

Parents/Carers as Partners

Parents/carers are the most important educators in their child's earliest years and they continue to play a major role in their children's learning when they enter the early years setting. Parents are welcomed and encouraged to share information about their child, to ask questions and to discuss their child's learning with the teachers. They are encouraged to come on class trips with us, and to come into the classroom to view their child's learning at the termly 'Come and See My Learning'. We greatly value parents/carers roles and look forward to working in partnership with you in our setting.

Things you can do at home to support your child

Below are some activities you could do with your children to promote their development further.

- ✓ Read to your child every day, talk about books, read familiar words to them, e.g. labels on their favourite foods, titles of TV programmes.
- ✓ Listen to songs, music, stories and rhymes.
- ✓ Talk with them, answer their questions and play memory games.
- ✓ Encourage them to ask questions.
- ✓ Count and use numbers in everyday situations.
- ✓ Help them to match and sort objects e.g. putting knives and forks, cups and saucers and socks into pairs, sorting big and little objects, putting objects in order of size.
- ✓ Encourage them to be more independent e.g. putting on their own clothes.
- ✓ Give them opportunities to help you around the house e.g. baking or food preparation, tidying up.
- ✓ Encourage them to express their own ideas and feelings through using crayons, pens, pencils, paint, music and play.
- ✓ Encourage them to explain their thinking and the process behind their ideas. Answering how and why questions.
- ✓ Support their fine motor development using resources such as playdough and Lego.
- ✓ Give them opportunities to develop a strong pencil grip by colouring in and practising writing their name (see our handwriting script).
- ✓ Encourage them to explore their own environment.
- ✓ Encourage respect for others.



Developing Independence

Where possible we encourage children to become independent learners.

We encourage children to:

- ✓ Put on/take off their coat and hang it up on their peg.
- ✓ Fasten their zip or buttons.
- ✓ Put their shoes on their correct feet.
- ✓ Wash and dry their hands.
- ✓ Tidy up after themselves.
- ✓ Go to the toilet without help.
- ✓ Serve themselves e.g. get their own fruit or pour their own drinks.

Ideally, your child should be able to use the toilet independently; however, we are aware that this may not be possible in certain circumstances. We will respect and give your child the utmost care and support when dealing with toileting issues. If your child has an accident or needs assistance, two adults take care of the situation as this complies with our Intimate and toileting care and safeguarding policies. Should your child have any problems regarding toileting, please let us know so we can help your child with this area.



This tracker helps you and your child prepare for school.

The Road To School

Speaking & literacy

- I like to read stories & look at picture books
- I am able to talk about myself, my needs & feelings
- I am able to talk about my name when it's written down
- I am practising recognising my name

Listening & understanding

- I am able to sit still and listen for a short while
- I can follow instructions
- I understand the need to follow rules

Writing skills

- I like tracing patterns & colouring in
- I enjoy making marks
- I am practising holding a pencil

Sharing & turn taking

- I can share toys & take turns
- I like playing games with others
- I like interacting with other children

Everyone starts school with different abilities - your teacher will help you progress at your own level.

Going to the toilet

- I can go to the toilet on my own, wipe myself properly & flush
- I can wash and dry my hands without any help

Counting skills

- I enjoy practising counting objects
- I like saying number rhymes & playing counting games
- I can recognise some numbers when they are written down

Interest in the world & new activities

- I enjoy learning about the world around me
- I am interested in exploring new activities or environments
- I like asking questions

Routines

- I have practised putting on my uniform & getting ready to leave on time
- I have a good bedtime routine so I'm not feeling tired for school
- I'm learning to eat at the times I will on school days

What are you looking forward to the most?
Is there anything you're unsure of?

Independence

- I am happy to be away from my mummy, daddy or my main carer after school
- I am happy to tidy my belongings & look after school
- I am feeling confident about starting school

Getting dressed & undressed on my own

- I can button & unbutton my shirt & use a zip
- I can put my own shoes & socks on
- I can change into my PE kit & put my coat on

Self-care

- I know when to wash my hands
- I can wipe my nose
- I can ask for help if I don't feel well

Eating

- I can use a knife & fork
- I can open my packed lunch on my own
- I am confident at opening wrappers & packaging

School bus

School Events

During the year, the children will be involved in a variety of school events. We recognise the value of enrichment activities such as off-site school trips. They will complement what your child is learning and help them to gain first-hand experience of events. They will carry out at least two off-site school trips. We ask for a voluntary contribution towards these trips.

Below are some of our school events (some dates may vary).



Autumn Term

Harvest Festival

Feeling good week (anti-bullying week)

Christmas plays

Christmas Church service

Reading and phonics workshop

Parent's evening

Christmas shopping morning

Christmas class parties

Online safety workshop

Pause day

Christmas PSA fair

Come and see my learning



Spring Term

Parents evening

Mother's Day assembly

Class trip – Painshill Park

Come and see my learning

Maths workshop

Easter Pause day

Easter Church service

Candlemas

Easter fun day

World Book Day



Summer Term

Pause day

PSA/village summer fair

Class trip – to be confirmed

Leavers Church service and Puttenham Speaking and Listening Award (Year 2)

Sports day/family picnic

St John the Baptist/community day service

Share a story with Daddy

Come and see my learning

Forest School

Our Church

St John the Baptist Church

Puttenham Church of England Infant School is privileged to have strong links with our local Parish church, St. John the Baptist, Puttenham. The church is an important part of the school and local community and we have a team from the church who come once a week to lead Open the Book assembly.

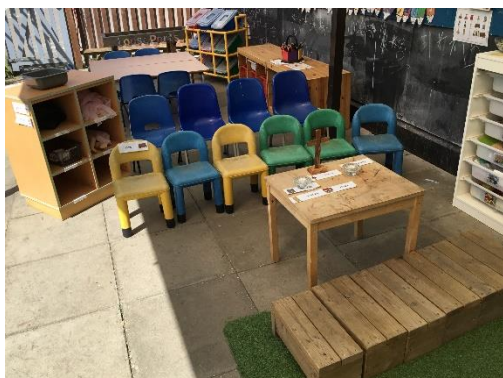
We regularly visit St John the Baptist church to enhance our learning and for services such as Christmas, Candlemas, Easter and our Year 2 Leaver's Service.



We also host a BIG FISH (**B**elievers **I**n **G**od, **F**aithful **I**n **S**erving **H**im) Sunday service during the year to celebrate joining the school and church communities.



We are part of the Diocese of Guildford and are fully supported by the Diocesan Educational Development Centre in the teaching of RE and development of spirituality in school. We are fortunate to be near the Cathedral and use it as a learning resource for staff and children.



Keeping You Informed and Contact Information

Please ensure that the office always has an up to date mobile phone number and email address as these will be used as the main forms of sending you information and messages. We have an open door policy and will be available at drop off or collection time if you have a quick query or need to inform us of something. However, these are very busy times so if you feel that the matter will require longer, please do not hesitate to arrange an appointment with us via the school office so that we have more time to speak to you. We will keep you informed of your child's progress on a regular basis. There will be parents' consultations in the autumn and spring terms and in the summer you will receive an end of year report. Weekly newsletters are emailed to you filled with lots of information about what has been going on in school and details of upcoming events.

School website

www.puttenhamschool.co.uk

Please visit the website and click on the relevant links to keep up to date and see photographs of all the fun activities and learning that we do. Please also take the time to read our policies, which are also available on the website, as are our newsletters and curriculum overviews. Each class has its own pages where we will post information and photos about our learning and special days that we have taken part in.

Policies can be found on the school website and paper copies are available at the school office.

Breakfast Club, Wrap Around Care and After School Club information

Information about our breakfast club (7.45am – 8.30am), after school care (3pm – 5.30pm) and after school clubs can be found on our website under the parents tab. <https://www.puttenhamschool.co.uk/breakfast-club-after-school-care-and-extra-curricu/>

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Your Notes