

Starting Reception at Claygate Primary School



2025-2026

Welcome to Reception

At CPS, we believe that the job of educating is never-ending; it begins before a child comes to school and continues long after they have left. By working in partnership with parents, we can further enhance a child's learning.

We hope that you find this booklet useful and can share it with your child, to show them some of the fun things that they will be doing. Please also enjoy your CPS storybook over the holidays!

We have also included a little bit of information about the staff so that you can get to know us better!



Getting to and from school

The entrance to our school is via Foley Road.

The car park at the front of the school is for staff and visitors only and the gates are locked to maintain a secure site. We encourage you to walk or cycle to school. If driving, we also ask that parents respect our neighbours and are considerate when parking on Foley Road and in the surrounding streets, ensuring that their driveways are not blocked etc. This also extends to our neighbours at Rowan School.

Morning Routine

The gates open at 8.35am and close just before 8.45am so children can be registered promptly at 8.55am.

Most children settle quickly at school, and we find that the only difficulties you have will be in persuading them to come home at the end of the day! In a new situation and with new people to get used to, however, it is possible that your child may be reluctant to leave you in the morning, even if they have been to a nursery or playgroup before. If they are a bit 'wobbly', there will always be a familiar face at the gate to help your child enter school safely and happily.

The End of the Day

The gates open at 3.10pm. Please collect your child from outside the classroom door at 3.15pm. Your child will be handed directly to you.

If for some reason you are unable to collect your child, or if there are different collection arrangements (e.g. they are going to a friend's house), please let us know office@claygate.surrey.sch.uk or telephone 01372465348 and ask the person collecting your child to make themselves known to staff when they arrive. If you are likely to be late for any reason, please ring and let us know - this will prevent your child (and us) from worrying. Please be aware that the Office is not manned after 3.30pm.

Please remind your children that they are not allowed to play on the apparatus or with the resources after school.

Once all children have been collected, it is a handy time for a quick chat or catch up with a member of the EYFS team.

Punctuality and Attendance

By being punctual, you will help your child to settle quickly at the beginning of each session, as well as removing any anxieties about being collected. Learning begins as soon as your child enters their classroom.

If your child is unwell and cannot attend school, please call the school office (01372 465348) giving your child's name, class, reason for absence and expected duration of absence.

Our Attendance Policy gives information about 'authorised' and 'unauthorised' absences and the procedures we ask you to follow if your child is away from school for any reason. This is available along with other key policies on our website.

<https://www.claygate.surrey.sch.uk/>



Clothing

One of our values at Claygate Primary School is RESPECT. 'Respect' has many facets; we teach and encourage our children to respect themselves, each other, the environment, and our belongings.

The school uniform is part of the school's identity and ethos. We want all of our pupils to feel a sense of pride in their appearance and in belonging to the CPS family.

<https://www.claygate.surrey.sch.uk/page/?title=Uniform&pid=52>

- White polo shirt (with or without school logo)
- Dark grey trousers / grey shorts / grey skirt / grey pinafore dress / summer dress
- Burgundy knitted jumper / cardigan
- Grey / white socks
- Black 'school' shoes with a Velcro fastening so they can put on their shoes themselves! (not trainers)
- All children are expected to wear shoulder length or longer hair tied back.
- EYFS children should not wear any watches or jewellery.

Please provide a spare set of uniform clothes (pants, trousers/skirt, top and socks) to remain at school on their peg.

On PE days, your child should come to school in their kit and remain in this for the full day.

For PE your child will need:

- Burgundy shorts
- School House t-shirt / grey t-shirt
- Grey joggers and / or fleece
- Trainers



We learn outside in all weather conditions so your child will need:

- A waterproof coat with a hood, warm hat and gloves
- All in one waterproofs (any colour or pattern)
- Wellies (It is handy if you mark their right wellie with a dot so they also begin to learn which goes on which foot!)
- A cap/sunhat is essential during hot weather
- In warmer weather we recommend that you apply long lasting sun screen each day before school



Please ensure that all clothing is marked with your child's name. Many aspects of the uniform can be purchased through high street retailers.

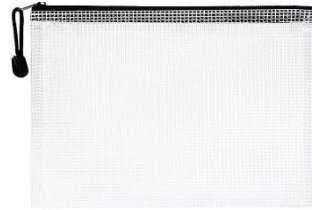
What should your child bring to Reception every day?

- Book bag or small rucksack (14" (h) x 9" (w) x 6" (d)). The children are encouraged to use and carry independently.



- Water bottle (water only)

- Reading Folder (The school will provide a reading book and reading record, we ask parents to provide an A4/5 waterproof folder to protect the books)



- Lunchbox (if your child has a packed lunch) - . It is extremely helpful if your child can open their boxes and food items themselves.

As a healthy school, we recommend a balanced lunch. Children are allowed a chocolate biscuit e.g. KitKat and crisps but are not allowed sweets or chocolate bars e.g. Mars bar.

Due to allergies of staff and children products containing nuts and sesame e.g. satay, pesto and seeded bread are not allowed.

What should your child try to do independently?

Throughout Reception, we encourage your child to develop their resilience and independence but we are always on hand to help too! You can help your child on this path in many different ways.

Children should be encouraged to:

- Undress and dress themselves
- Take off and put on their jumper
- Put on their jacket and be able to fasten it
- Put on their shoes and fasten buckles or Velcro. **We would discourage shoelaces at this stage.** Easy Velcro fastenings will give that extra bit of independence.
- Use and flush the toilet themselves and redress before washing and drying their hands
- Drink water independently
- Ask for help politely when they find something difficult



What else can parents do to help?

- Talk to your child about what you are doing and what is happening around them – whether it is everyday things such as shopping, playing outside, a walk or special things, such as buying a birthday present for a friend
- Play games together – board games, card games, or even ball games. Turn taking and losing are life skills they need to experience!
- Read stories to your child, teach him/her songs and rhymes
- Encourage your child to draw, paint, colour and model i.e. play dough or recycled items
- Encourage your child to tidy away their toys
- Encourage good manners: ‘please’, ‘thank you’, ‘good morning’ and ‘goodbye’

We also suggest you encourage your child to carry their bag and water bottle when coming to Reception – this will also support them to remember what they need to take home at the end of the day.

Communication and Language

Starting school is an exciting time, and developing strong communication skills helps children settle in confidently. Being able to express their needs, share ideas, and join in conversations supports them in making friends and feeling understood.

We encourage and nurture these skills from day one, helping every child find their voice and build great relationships.

Listening & Attention Skills

Good listening skills are an important part of school life, helping children to follow instructions, take part in activities, and learn effectively. At school, your child will be supported in developing these skills in a variety of engaging ways.

You can help at home by going on a ‘listening walk’—in the park, town centre, or even around your neighbourhood. Encourage your child to notice the different sounds they hear, such as birds singing or traffic passing by. Afterwards, you could write down the sounds together and talk about them, helping your child to recall and retell the experience.

Understanding

Throughout the school day, children are often required to follow instructions that involve more than one step. Developing this skill is essential, as it enables children to participate fully in lessons and daily routines with confidence. One effective way to support this at home is through simple games such as Simon Says. Begin with single-step instructions (e.g. “Simon says touch your nose”) and gradually introduce two- or three-part directions. Activities like this help children strengthen their ability to listen, process, and respond to spoken information in an enjoyable and engaging way.

Speaking

Speaking clearly and confidently supports children's learning and social development. At school, we encourage children to speak in full sentences and express their ideas. You can support this at home by modelling full sentences and asking your child to repeat them.

Activities such as sorting items into groups (e.g. clothes, toys, toiletries) help build vocabulary and categorisation skills. Shopping trips or packing a bag can become great opportunities for language learning. Treasure hunts outdoors and 'feely bag' games—where children describe objects by touch—are also fun ways to introduce new descriptive words and encourage conversation.

School meals and Packed Lunches

Lunch is served in the hall from 11:30am to 12:00pm, where Reception and Acorns children eat together. Children sit with their friends to enjoy their lunch. The EYFS team support the children ensuring lunchtime is a safe, enjoyable, and sociable experience. We encourage all children to 'have a try' of each item of food offered and encourage them to eat at least half of their meal before dessert. Water is provided throughout, and children are offered milk too. All children in Reception, Year 1 and Year 2 are offered a free school meal. School meals are cooked on site and are healthy and nutritious. Our caterer is happy to discuss a child's allergies. Information including menus and nutritional information can also be found at www.itsTwelve15.co.uk

If a child brings packed lunch, it should reflect our approach to healthy eating and good nutrition so must not contain fizzy drinks or sweets. We are a nut- and sesame-free school (this includes pesto, satay, and seeded bread). Please pack food your child can open and manage independently—many parents use small, easy-to-open pots. We encourage children to eat what you send and return anything uneaten so you can see what they have had—so please avoid overfilling their lunchbox.

Once chosen, we kindly ask that they stick to this choice for the entire half term and to not change on a daily basis to help with organisation.

Speak to a member of the office team in confidence if you think you may be eligible for 'free school meals' as this brings further benefits for your child throughout their time at school. A form can be found on our website.



<https://www.claygate.surrey.sch.uk/page/?title=School+Meals&pid=51>

Milk, Water and Fruit

As part of the School Fruit and Veg Scheme, children in Reception may help themselves to fruit, water and milk at our Snack Station each day.

We encourage children to drink plenty of water, and would ask that they bring a named water bottle with them every day; filled with **water** only.

All children receive free milk until they turn 5, after which they can continue to enjoy fresh, mid-morning milk at a subsidised* cost. If you would like to opt in and have not already done so, please register your child at www.coolmilk.com/register. Your child will continue to receive free milk until their 5th birthday, and Cool Milk will contact you with further details via email shortly before that time.



House Teams

At CPS, we have four house teams, each representing a local area: Foley (red), Ruxley (blue), Blakeden (yellow), and Arbrook (green).

Your child will be assigned to a House Team when they join Reception and will remain in that team throughout their time at CPS, along with any siblings. We organise various House Days, friendly competitions, and, of course, Sports Day, which provides opportunities for children to earn team points and contribute to their house's success!





Early Years Curriculum

At CPS, we believe children learn best through play with high quality adult interactions to support each child in their next steps of learning development. Our children explore a rich and stimulating curriculum based on the seven areas of learning:

Personal, Social & Emotional Development

This includes developing positive relationships, sharing, and taking turns. We nurture enthusiasm for learning and an appreciation of different cultures.

Our ethos is to be kind, caring and thoughtful to others. Our aim is to develop a sense of belonging and to encourage our children to explore feelings and behaviour towards others.



Communication & Language

This includes developing speaking, listening and thinking skills.



Physical Development

This includes lots of opportunity to be active and improve their skills of coordination, control, manipulation, and movement through indoor and outdoor activities and provision. As well as developing physical skills, such as climbing, jumping, and riding a bike, they will also have a go at threading, using scissors and handling pencils and paintbrushes. We will also be doing lots of work on the importance of keeping healthy



Literacy

We share books regularly with the children and promote a love of books.

We encourage the children to attempt their own writing. We believe in developing reading and writing in real situations such as through writing a shopping list or making birthday cards.

In Reception, children are introduced to our Little Wandle Letters and Sounds phonics programme to support reading and writing.



Mathematics

This includes counting, sorting, solving practical number problems and exploring shape, space and measures. Early Years Mathematics is very practical and 'hands on'.

There are many opportunities to learn number rhymes and learn how to add and take away through practical activities.



Understanding of the World

This includes exploring the world around them through using all their senses. The children will be encouraged to look at similarities and differences and there will be opportunities to build and construct through using a variety of tools and techniques. We will also be developing their computing skills.



Expressive Arts & Design

This includes having the opportunity to use a wide variety of different materials, tools and techniques for painting, printing, collage, and model making. From taking telephone messages, to selling fruit and vegetables in a shop, we aim to provide a wide range of stimulating role-play areas to develop children's imagination.

There will also be lots of opportunity to sing and learn songs and engage in music making. The children will also enjoy music and drama sessions with our specialist Music and Drama Teacher, Mr Davies.

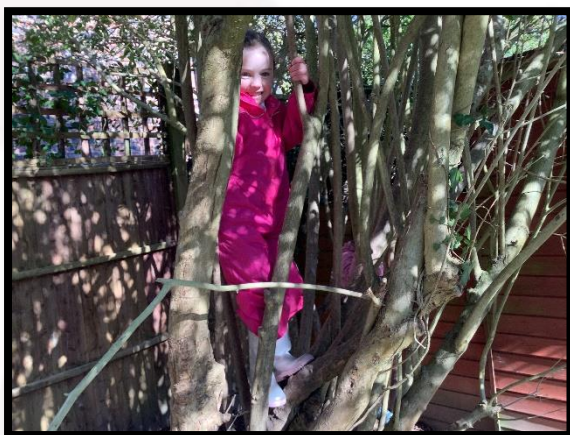


Outside Learning

Great importance is placed on nurturing your child's love of the outdoors.

They will have daily access to an 'outdoor classroom' where provision for all the seven areas of learning will be made.

They will also be able to go and explore their bespoke EYFS woodland area, Mini-Woodies where they will have many rich opportunities to experience the wonders of nature and develop many skills including collaboration and independence.



Assessment in EYFS

At CPS, we observe children's innovation, their creativity, their ideas, their intents and feelings. The insight this provides the staff team enables us to discuss, reflect and plan our environment to support and shape future learning. We want to shift the focus to the child, not the assessment.

All staff feel privileged to be able to observe, play, interact and share in every child's daily learning experiences - being able to share their fascinations, their curiosities and the awe and wonder they experience through their play. We share learning observations with parents through Class Dojo and these observations support both parents and staff in understanding each child's learning journey and successes.

In line with our vision and ethos, we selected 'OPAL' to support the assessment of children in Nursery and Reception as this allows us to tell and celebrate each child's story and focus on the opportunities and support they need next.

Developmental milestones help guide us as we monitor each child's development based on their 'real' age and at six monthly intervals. These milestones reflect what the Department for Education (DfE) feels a 'typical' child, should achieve although at CPS we recognise that children do not always follow a 'typical' developmental trajectory. The governments chosen vocabulary regarding each milestone is 'met' or 'not yet (met)' their age related milestones.

- When children meet milestones, we consider their individual development holistically, i.e. what we can do to inspire and challenge them further
- If milestones are 'not yet met', we are tasked with thinking about why, and what we could do to support their next steps.

Parents are part of this process, working in close collaboration sharing thoughts on their child's learning.

In September, children across the country have a 'baseline' assessment. At CPS, this information is shared with parents who are also invited to add their thoughts.

Every month, depending on birthdays or half-birthdays the staff team will focus again on the milestones and a Record of Achievement will again be shared with parents and their views on their child's development will also be included.

At the end of Reception, each child will be assessed against the Early Learning Goals (ELGs). The Early Learning Goals summarise the knowledge, skills and understanding that all children should have gained by the end of the academic year in which they turn 5, ie at the end of Reception in the Summer term.

The Early Learning Goals were updated in the new EYFS Framework 2021 to make them clearer and more specific and are now more focused on the main factors that support child development at age 5. The seven areas of learning and development are:

1. Communication and Language
2. Personal, Social and Emotional Development
3. Physical Development
4. Literacy
5. Mathematics
6. Understanding the World
7. Expressive Arts and Design

Sharing Achievements Together

At CPS, we aim to establish a partnership with our parents, from initial family information meetings to your child's first visits and beyond. We strongly believe in supporting your child and giving them the best learning opportunities possible.

Your child's 'Learning Journey' is a celebration of your child's achievements and we will ask for your input and your child's voice. We use Class Dojo online to share and celebrate successes with you.

We host parents' evenings throughout the year (linked to your child's birth month) to discuss your child's achievements, successes and next steps. In addition, we hold half-termly parent pop-ins, which are an opportunity for your child to share and celebrate their learning with you.

Throughout the year, we also organise curriculum workshops (to share ideas with you about how you can support your child's learning at home) and learning together sessions (to welcome you in class to participate in a learning activity with your child).

Weekly celebration assemblies recognise children who have demonstrated the Claygate Values. Successes are recognised in these assemblies and shared with you through our weekly newsletters.

We look forward to meeting you and working with you and your child. Please do come and see us if you have any further questions or concerns.

Please do follow our Facebook CPS page, website, our CPS X (Twitter) account and of course our very own EYFS Instagram.



Claygate Primary School



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