



COOMBE HILL INFANTS SCHOOL

STARTING RECEPTION



We are delighted to welcome you to Coombe Hill Infants' School. We are busy getting ready to welcome your children into our Reception classes in September. We hope that the information contained in this document might help you and your child to prepare. Our aim is to provide a learning environment that ensures success by offering a safe, caring, supporting and inclusive school in which all children can flourish and grow. Our dedicated staff work passionately to ensure each pupil is safe and has the opportunity to reach their full potential. We value our home-school links and we will work in close partnership with you. We operate an open door policy so do please contact us if you have any questions or concerns - no matter how small.

We look forward to getting to know you and your children and hope you will be very happy during your time here.

CHI - Our Agreed Approach - Relationships and Behaviour

We set the weather.....

- Every interaction is an intervention
- Positive relationships are at the heart of all we do
- We greet children with a smile and a positive start to the day
- We give children eye contact, use their names and allow them to identify and name feelings - making children feel valued
- We are sensitive to families personal circumstances
- We are sensitive to subtle changes in children's work as a result of change in family circumstance or underlying anxiety
- We are aware that a change in a child's behaviour may be due to them having experienced abuse ([For signs of abuse see Safeguarding and Child Protection Policy](#)).
- We are kindly strict, we avoid shushing, shouting or using whistles
- We all use chimes/tambourines/clapping consistently across year groups
- We praise publicly, we reprimand privately
- We understand that all emotions are okay but not all behaviour choices are
- We will use the emotion coaching approach to support children with their behaviour
- We will ensure that pupil voice is at the centre of our approach
- We agree that all adults working in our school are responsible for the behaviour of all of our children
- We will never ignore or walk past learners who are making / displaying poor behaviour choices
- We have high expectations

We are an Attachment & Trauma informed school

We continue with our focus on being an attachment and trauma informed school. We received the attachment aware schools award originally in 2021 as a recognition of our commitment to the steps the school has taken, to further develop a culture of compassion and nurture. This plays a pivotal role in getting our children into a state of 'learning readiness'. The award recognises and celebrates best practice in attachment and trauma aware schools and settings. At Coombe Hill Infants' we believe strongly that relationships are at the core of everything we do. The personalised, individual approach to all pupils is evidenced through numerous practices. Knowledge of each pupil's developmental needs, underpins relationships, interactions and planning and is a particular strength of our school.

"Every interaction is an intervention"

OUR LEARNING BEHAVIOURS

At school, we use Winnie the Pooh and his friends to help us understand positive learning behaviours. Every week in our newsletter home, we will let you know which learning behaviour we are focusing on so that you can reinforce this at home. Here is a guide to what it all means, what we are doing at school and how you can help at home.

What are Learning Behaviours?

Based on Building Learning Power (Guy Claxton), our Learning Behaviours are linked to our Golden Rules and are designed to help our young children

- Learn more,
- Learn more effectively,
- And become lifelong learners

Our Learning Behaviours involve building and developing particular habits of mind to help our young children face difficulties and challenges calmly, confidently and creatively.

We use the Winnie the Pooh characters to illustrate and promote our Learning Behaviours and in the Hall, you will see a large Learning Behaviour display and the Winnie the Pooh soft toy characters, to remind the children of our expectations of learning and behaviour.

These link to our Golden Rules

We focus on one Learning Behaviour at a time and children are rewarded with stickers for behaviour noticed by teachers. You will also see the Winnie the Pooh characters and their associated Learning Behaviours on display in every classroom.

Winnie the Pooh is **RESPECTFUL** We are gentle, kind and helpful

Winnie the Pooh teaches us how to share, work with others and think of the feelings of others.

How parents can help

Encourage children to

- say please and thank you
- open the door for others
- take turns in games and conversations
- listen to others



Tigger is **RESILIENT** We work hard

Tigger teaches us to enjoy learning, ignore distractions and learn from mistakes.

How parents can help

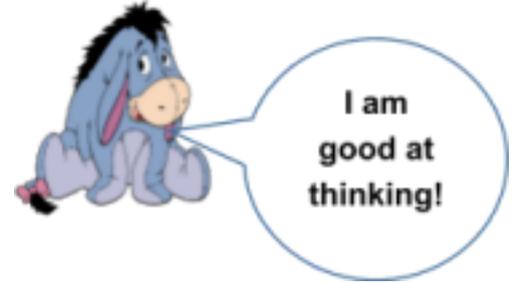
Encourage children to ...



- keep on going, even if a task is difficult
 - talk about how you feel when you are taking on a challenge
 - praise your children when they persevere
 - help them find interests and activities that are absorbing
 - talk to them about what helps them to concentrate
-

Eeyore is good at **REASONING** We listen to others and make the right choices

Eeyore teaches us to be honest, to ask lots of questions, to think things through and to listen to other people's ideas.



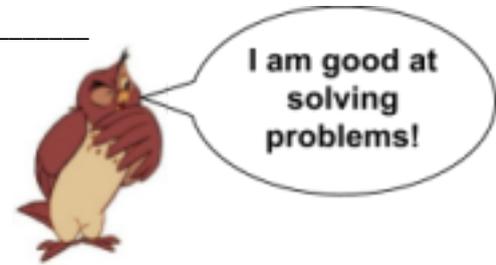
How parents can help

Encourage children to

- be honest
 - find solutions for problems when playing
 - be flexible in their thoughts and open to the views of others
-

Owl is **RESOURCEFUL** We try our best

Owl teaches us to think about the best way to learn, to change things if they are not working and think about what we have learnt.



How parents can help

Encourage children to

- talk about the day and what they learned and maybe tell them what you learned today too
 - try a different approach if their model/project/drawing is not working out
 - work together to help find solutions
-

Kanga is **RESPONSIBLE** We look after property

Kanga teaches us to stay safe and look after ourselves and others.



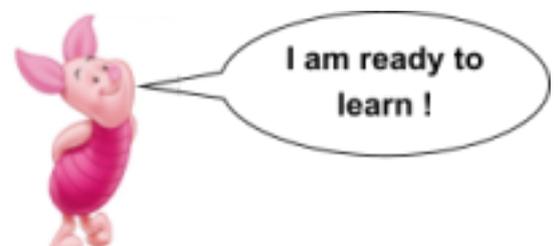
How parents can help

Encourage children to

- help tidy up their toys/bedroom
 - help prepare food, lay the table, make the bed
 - put their reading book/homework in their blue bag
-

Piglet is **READY** We are ready to follow the Golden Rules!

Piglet teaches us to get ready for learning by sitting



and
listening well and looking at the teacher.

How parents can help

Encourage children to

- get enough sleep
- take lots of exercise (bike riding, swimming, climbing etc) to develop strong muscles for using a pencil
- eat healthily to develop a strong body and mind
- talk about what helps them to concentrate

Rabbit knows the importance of Relationships

Rabbit teaches us to listen to our friends, use kind words and to look out for each other.

“I know relationships with my family, friends and grown ups at school are important.”



How parents can help

Encourage children to

- listen in a conversation and take turns
- use kind words and be respectful by saying please and thank you
- look out for their friends and family

ZONES OF REGULATION

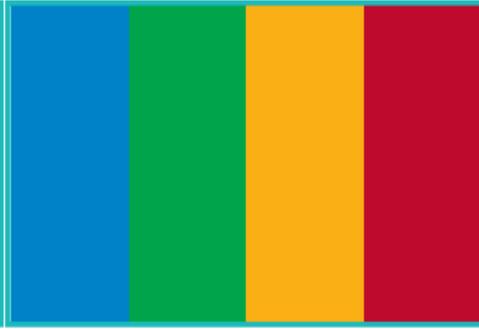
Behaviour is how children communicate and express their emotions with us, when they are unable to express how they feel with words.

Children at a young age find it hard to manage their emotions, because they aren't ready to self regulate yet.

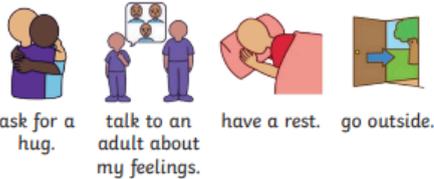
So what is self-regulation? It is a set of skills children learn in order to control and manage their emotions, thoughts and behaviours. We use Zones of Regulation in school to help the children identify and name their emotions so we can help them regulate and teach them the skills of self regulation. Regulation can often involve a physical, sensory or repetitive task.

You have been given a set of Self Regulation Strategy Check-in Cards (please contact the school office if you would like an additional set). You might want to stick those on the fridge so you can refer to them when you are with your child. You may like to work on a different set of ideas specific to your child.

Self-Regulation Strategy Check-in Cards



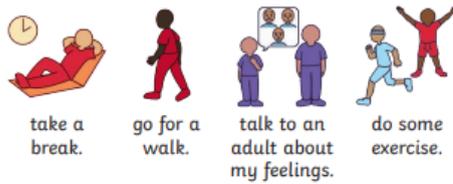
I am in the **blue** area, I could...



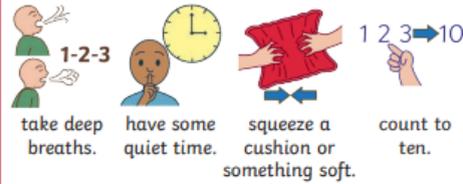
I am in the **green** area, I am...



I am in the **yellow** area, I could...

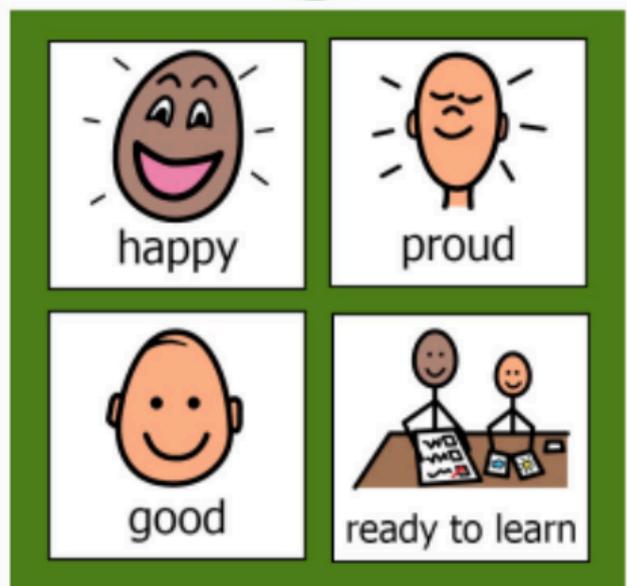
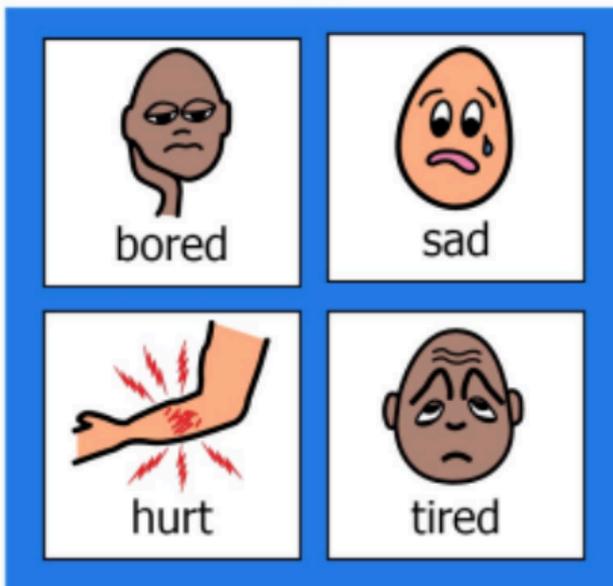


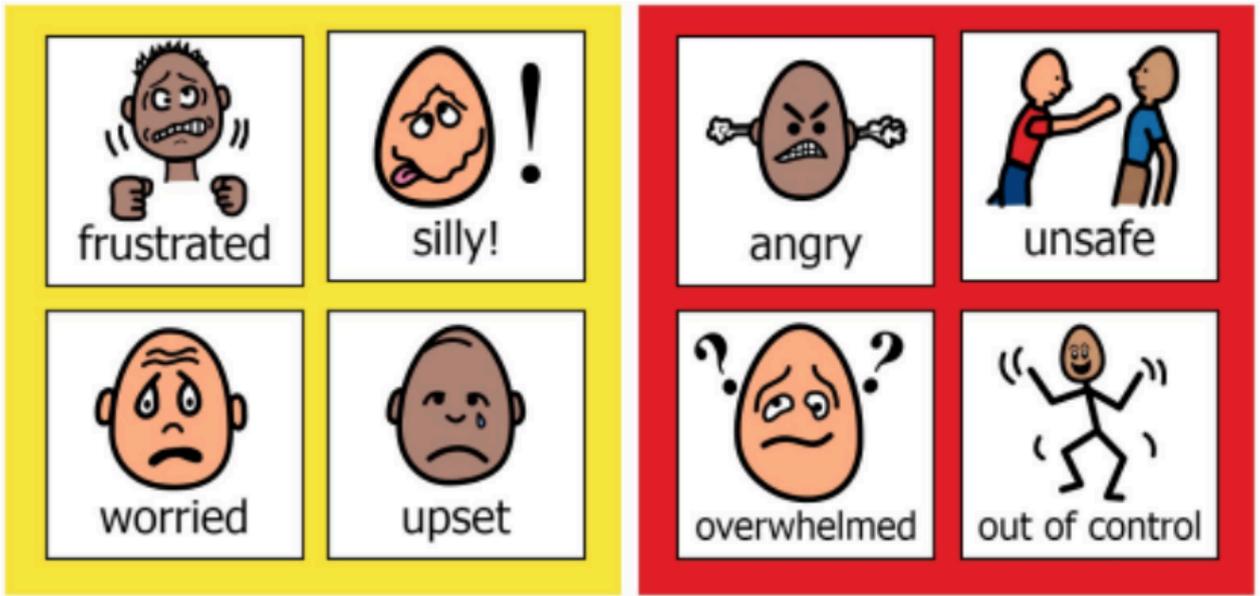
I am in the **red** area, I could...



We have also included a set of cut out cards - blue, red, yellow and green which you can use with your child at home.

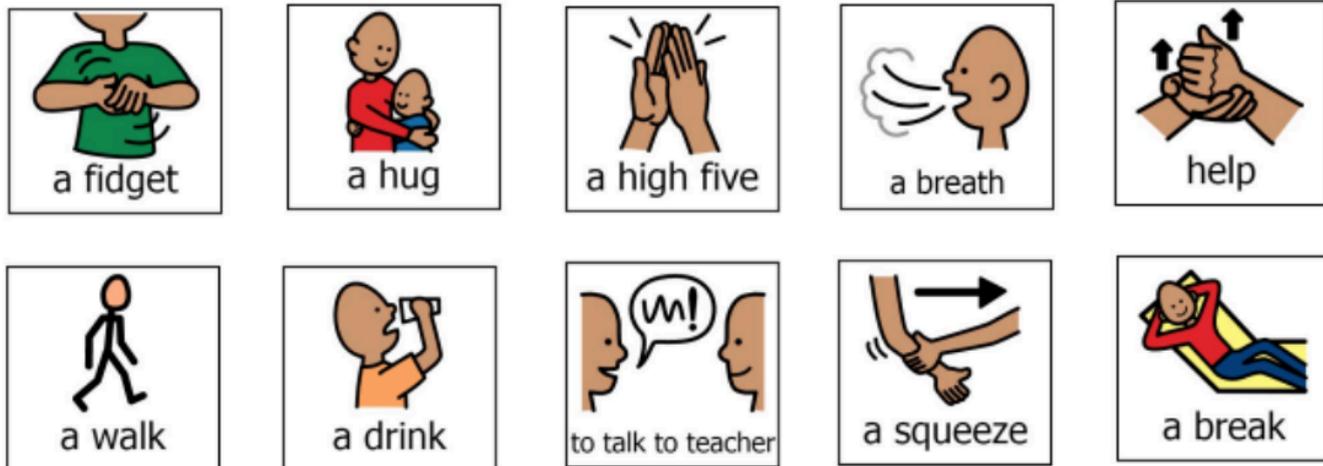
Cut out the squares and use them to help your child identify and name the emotion they are feeling - eg "I feel really angry....."





I feel	I need	
<input type="text"/>	<input type="text"/>	<input type="text"/>





Talk with your child and help them to decide what they can do to help them when they are feeling a certain emotion. “When I am in the red zone, I need to take a walk/do some exercise” etc

It is best to work on these strategies when your child is in the green zone, is calm and is happy to talk.

Talk to them about what you do when you are in each of the zones “when mummy is in the blue zone and is feeling sad, reading a book helps me”

Remember all emotions and zones are OK! It’s about how we manage our behaviour when we are feeling that emotion.

Look out for workshops during the year on the Zones of Regulation and Emotion Coaching.

SCHOOL UNIFORM



Our uniform supplier is PMG Schoolwear. The shop is located on Hook Road in Chessington (KT9 1EL). An appointment booking system is operating this summer where you will be able to get a more personalised service. The cut off date for orders is by 12 August, after this date the shop cannot guarantee that orders will arrive in time for the start of the school term. Order online or book an in store appointment at <https://pmgschoolwear.co.uk>. PMG sells branded Coombe Hill Infants’ uniform, however the only piece of branded uniform that we ask you to consider buying is the blue sweatshirt or cardigan with the Coombe Hill logo. All other items of school uniform ie trousers, dresses, pinafores, polo shirts etc can be purchased from general clothing retail shops or supermarkets, these are perfectly acceptable.

The girls' and boys' blue sweatshirts/cardigans with the school logo are part of our official school uniform. A white polo shirt with the school logo is also available but plain polo shirts are perfectly acceptable. Grey trousers, shorts, skirts, summer dresses and pinafore dresses can be bought anywhere, as can grey tights and socks and black shoes (with buckles or velcro, no laces please).



PE Kit: Children need velcro trainers, no laces please! We ask that girls and boys wear a plain T-shirt and dark shorts or jogging bottoms. Any colour is fine although a lot of families choose to purchase white and blue PE kit which are our school colours.

We are fortunate to have an outdoor heated swimming pool in our school grounds and in the Summer term our children swim weekly (Reception) or twice weekly (year 1 and 2). For the Summer term the children will need a swim kit - a drawstring bag containing fitted trunks for the boys and a one piece costume for the girls and a towel. Children may wear goggles for swimming if they are used to wearing them. We don't advise you to buy a swimming kit yet, wait until nearer the summer term..

We have a supply of second hand uniform available in our school entrance as we receive frequent donations from our parents which we are grateful for. Please drop in and take a look at any time for anything that you might need. You are welcome to take any items that you need free of charge, however we do have a charity collection box for our partner school in Malawi on the front desk if you would like to make a small donation.

Our PTA also hold second-hand uniform sales at welcome events and the Christmas and Summer Fairs, with proceeds going back into school funds.

Do let us know if your child has sensory needs or difficulties and may need to wear an alternative uniform.

Welcome Evening presentation

Please find to follow the link to the Welcome to Reception parents presentation that was given at our welcome meeting on Tuesday 17 June 2025.

 NEW RECEPTION PARENTS MEETING June 25.pptx.pdf

Parent workshop presentation

Please find a link to a free online course "Steps to school" which provides a host of useful information about preparing your child to start school. There are modules on Understanding the Reception year, Developing skills for school and how to prepare for a smooth transition. We hope you find this useful.

<https://www.hub.primarysteps.co.uk/courses/steps-to-school>



Attendance & Punctuality - missed learning

As a school we believe that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school. We expect all pupils on roll to attend every day as soon as they start school, as long as they are fit and healthy enough to do so. A pupil's attendance should be at least 96% and anything below 90% is considered Persistent Absence (PA).

Concerns about a child's attendance

If a child's attendance drops below 90% with unauthorised absences we start to monitor their attendance closely alongside our Education Welfare Officer. We will let you know if we have concerns and will work closely with you to try and improve your child's attendance at school.

Concerns about a child's punctuality

We expect all Reception children to be dropped off at their classroom door between 8.40 - 8.50am, and collected at 3.05pm. We monitor punctuality every day and record late arrivals and any late collections. We record the reasons for late morning drop offs and afternoon collections and track this. If a child arrives late in the classroom they miss important settling time, the school register, lunch ordering, handwriting practice and phonics lessons and they are often unsettled and confused about tasks as their teacher will not always be able to re-explain work.

If we have concerns we will be in touch to support you with this and help you to improve the situation. Please allow plenty of time for traffic and parking if you need to drive to school. There is no parking for parents on the school site, the roads in the area are congested every day and parking is always difficult. Heavy traffic and lack of parking are not acceptable reasons for lateness. We encourage all of our families to please make active journeys to school whenever possible and leave plenty of time for your journey..

Absence during term time

Occasionally there are reasons why a child may need to be absent from school during term time. Reasons may include hospital appointments, emergency dental appointments, GP appointments (that you are unable to schedule outside of school hours), funerals, religious observations, school visits and external exams (ie dance, ballet, sports, music). In this case you should complete a "Leave of Absence request form" giving us full details with supporting evidence.

We do not expect families to take holidays during term time and we do not authorise any absences of this nature. All holidays should be taken in the **12 weeks** that your children are not in school.

What to do if your child is unwell

- If your child is too unwell to come to school please keep them at home and phone the school on 020 8942 9481 or email admin@chi.rbksch.org **by 9.15am every day of their absence to explain this**. You can leave a message on our answer phone at any time, or we will answer your call from 8.00am.
- If your child has vomited or has had a bout of diarrhoea they **must not** come to school for 48 hours after their last bout of either symptom.
- Please do not make medical nor routine dental appointments during the school day.
- If your child has a hospital appointment or emergency dental appointment during the school day please show us evidence so that their absence can be authorised.
- If your child has a raised temperature of 37.8 or above, keep them at home and contact the school before 9.15am. Please do not dose them up with Calpol and send them in
- Head lice and threadworms are common conditions in children. Please check regularly for both. We will let you know if we are aware of an outbreak in your child's class.
- If your child becomes unwell during the school they will be taken to the School Office and we will try to make contact with you. It is essential that we have your up to date contact details so that we can call you to ask you to collect your child quickly. If you, or your other emergency contacts, change any details (phone number, home address or email address) please let us know immediately.

FREQUENTLY ASKED QUESTIONS

What will my child need in school each day?

Each child will receive a named blue book bag on their first day, you do not need to buy a school bag. The blue bag should be brought into school each day. We also ask that you bring in a clearly named plastic water bottle filled with fresh water (no flavoured or fizzy drinks please) every day, any colour or style of water bottle is acceptable.

What happens in the mornings?

Classroom doors open at 8.40am and close at 8.50am. You come into school via the blue ramp gate and take your child to their classroom door. An adult **MUST** bring your child to the classroom door every day and wait with them until the teacher opens the door and welcomes them into the classroom. Classroom doors are locked at 8.50am and the entrance gate closed. Any latecomers need to then come in via the School Office where we will ask you to complete a late arrival form giving your reason for lateness as we monitor punctuality closely.

What happens in the afternoons?

The school gate is opened and the Reception children are dismissed from their classrooms at 3.05pm to their parent or carer or other named adult waiting at the classroom door (year 1 and year 2 children are dismissed at 3.10pm). Any children not collected on time are taken to the School Office. If you are late to collect your child you will be required to complete a late collection form giving reasons for why your child has been collected late, again this is something we monitor closely. If someone else is picking up your child please let the teacher know in the morning, or let the School Office know as soon as possible during the day. We expect an adult to collect your child from school (junior school-aged children cannot collect a child).

What are the term dates?

These can be found on our website at

<https://www.coombehillinants.com/page/?title=Term+Dates&pid=66>

What is Coombe Connections Club?

This is our wraparound care provision, before and after school. Full details can be found at:

<https://www.coombehillinants.com/page/?title=Coombe+Connections&pid=110>

Can my child have school meals?

Yes! All primary school aged children in the UK are currently entitled to receive free school meals. We will provide you with the menu for our wonderful lunchtime Rainbow Café before the start of each term. Accent Catering is our school catering team. If you don't want your child to have a school meal on any particular day or you haven't placed their order via Parentpay in time, please send them in with a packed lunch. Please **never** include nuts, or nut products (eg peanut butter, Nutella, cereal bars containing nuts) as we have children in the school with severe nut allergies. No sweets, chocolates or fizzy drinks are allowed in lunch boxes, we encourage you to provide a healthy and nutritious packed lunch for your child. Please see the following link for some good idea of healthy lunchboxes [Lunchbox ideas and recipes – Healthier Families - NHS](#)

How can I order my child's school meals?

School meals are ordered via Parentpay and you will receive full details along with your Parentpay login details on the day that your child enrolls at school full time (Tuesday 9 September this year). School lunches must be ordered via Parentpay at least 3 days in advance or the system will lock you out. You are able to order for a whole term which we would recommend doing to avoid any missed orders.

What is ParentPay?

This is how you will pay for school meals, school clubs, school trips, Coombe Connections etc. The details for this will be sent to you in September after your child has started with us.

Do you offer clubs at school?

We like to allow Reception children to settle into their long school day before we offer them a chance to join one of our school clubs, so our clubs are not open to Reception children in the Autumn term. Our teachers and some of our teaching assistants run clubs on a voluntary basis after school, raising valuable funds for the school. We have offered clubs such as Art, Singing, Dancing, Chess, Football, Multi-sports, Science in the past. You will receive a letter at the end of the Autumn Term with all the information you will need to book clubs for the Spring Term. There are also some external clubs that we may be able to offer as well. Coombe Connections is our

wraparound care provision which operates separately from these school clubs.

How do we communicate with you?

We will communicate with you via our weekly Friday newsletters (you can find them on the website too); Google classroom; our noticeboards; termly Diary Dates; X / Twitter - @InfantsCHI; our website and finally, your child's Blue Bag. We sometimes send home letters and school trip information, amongst other items, in these bags, so please do check them on a daily basis. Please see the School Office if you are not receiving our emails.

How can you communicate with us?

If your child is unwell please ring the office before 9.15am every day of your child's absence to let us know, you can also leave a message on our answer phone at any time 020 8942 9481 or email us at admin@chi.rbksch.org. You can briefly catch up with your child's teacher at the classroom door but if you would like to have a longer conversation you should arrange a time to speak to them at a different time, please contact the School Office. Mrs Berry or Mrs Jakob are on the main gate every day too. You can also email us at admin@chi.rbksch.org, ring us on 020 8942 9481 or visit the School Office in person for any information. We are an Open Door school – so just come in!

Can I volunteer at school?

We love parents and carers helping us in school! We also sometimes have grandparents who kindly volunteer to read with the children. All we ask is that you let your child settle into school without you, and then in a few weeks come to the office to complete a DBS check. All parent volunteers in school must have a clear DBS check issued by our school. We cannot accept DBS certificates from other institutions, unless you have subscribed to the DBS update service and are working/volunteering in a similar role in education. We will send you more information about this when your child has started school. All parents are automatically part of CHIPTA (Coombe Hill Infants PTA) and we are so grateful to those parents who give their time to support us, run events and help to raise money for our school.

What do I need to do if someone else is picking my child up?

If your child is going home with someone else we need to know for safeguarding reasons. Please tell your child's class teacher in the morning or if you forget, let the School Office know as soon as possible during the day. We will be unable to release your child to a different adult unless we have your prior permission. Junior school children are not allowed to pick up Infant school children. If you are running late please call the School Office. Please avoid being late in picking up, children can become upset if you are not at the classroom door with the other parents at collection time. If a child is not picked up by 4.30pm, and we have been unable to contact you, we may have to call Children's Services.

My child is not starting school in the same class as some of her/his nursery friends. Will they still have opportunities to see each other and play together at school?

Organising the classes is a complex process which is given considerable thought by our SLT and Early Years team before the children join us. There are many criteria which we must take into account in order to ensure an even mix across each Reception class. We take into account girls and boys, age, SEND needs, family links and a roughly even spread of children from nurseries, among other things. We also speak to every child's nursery or pre-school to learn more about them which sometimes influences the class they are put into. We do not consider pre-existing friendships unless there is a very particular need to do this. The children make

friends very quickly and it is important for their personal and social development that they have as much opportunity as possible to create new friendships. The Reception children spend the majority of their day having the opportunity to mix together across all classes on the outdoor Reception patio and at play times and lunchtimes so rest assured that they will also be able to see and play with their friends from pre-school/nursery if they wish to.

How do I join the Coombe Hill Infants' Parent Teacher Association (CHIPTA)?

You are automatically a member of CHIPTA. CHIPTA holds regular meetings, fundraising and social events for you and your children. Please check your blue bag, emails and the CHIPTA section on our website.

Where can I park?

There is no parent parking on the school site and the car park is locked at busy times of the day. Parking around the local streets is very limited, the roads are very congested at school drop off and collection times and we have recurrent issues with this. Please walk / cycle / scooter to and from school whenever you possibly can. We strongly encourage active school journeys for the benefit of everyone. Staff car parking bays are not to be used by parents at any time, especially in the morning when parents may be dropping their children at Connections before school. Please be mindful of where you park in the surrounding roads, please never park across a resident's driveway and show courtesy for our neighbours at all times please.

What happens if it is my child's birthday or another celebratory occasion?

We kindly ask you not to send in food or sweets on your child's birthday, for religious festivals or other celebrations. Several of our children have severe allergies and food restrictions and we have to monitor this safely. Please do not give out sweets, cakes or other small treat items outside the classrooms as some parents do not wish for their child to be offered treats in this way. You are however welcome to send in a copy of your child's favourite book to share, or to donate a book to your child's classroom for special occasions. The classes love to receive them and the teachers enjoy reading these books to the class, especially on birthdays..

What is the Reception baseline?

All children will be participating in the reception baseline assessment (RBA) within the first 6 weeks of starting reception. The purpose of the assessment is to provide the starting point for a progress measure that will help parents understand how well schools support their pupils to progress between reception and year 6. Please follow [this link to find out more information](#).

What do I do, if I have concerns about my child's development?

At Coombe Hill Infants' we pride ourselves on open, honest and positive relationships with parents. If you are concerned about your child's progress or think your child might have SEND (special educational needs and/or disabilities) please come and talk to us.

In the first instance, please speak to your child's class teacher.

If you require further information or support make an appointment to meet with the school SENCO/Inclusion Manager, Jacqueline Heard, or email her at jheard1@chi.rbksch.org. We warmly welcome parents/carers into school to discuss their child's needs and a visit can be arranged, please contact the school office to arrange this.

You may have other questions about your child starting school. Please take a look at our website which contains lots of information. Alternatively please contact the School Office and we will be very happy to help you,

you can email admin@chi.rbksch.org or call 020 8942 9481.

We are here to help make the transition as smooth as possible for you and your child.