



# Welcome to Knaphill Lower School

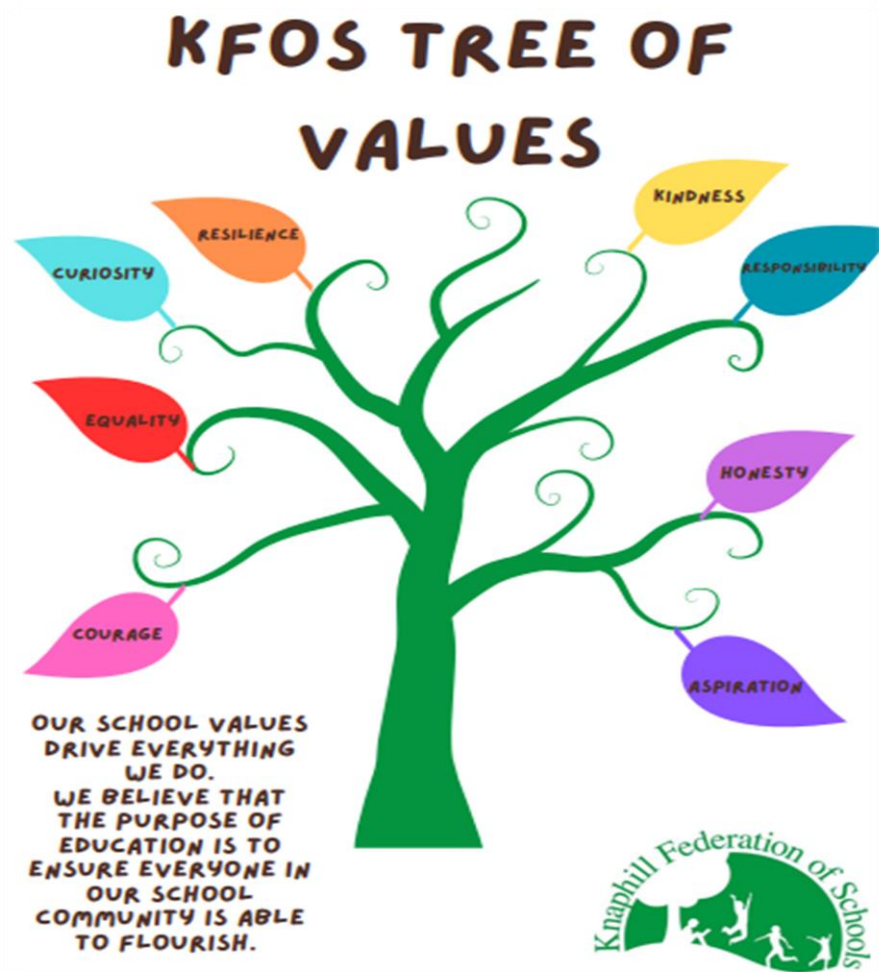


## A guide to Reception 2025 – 2026

- The Intake Process
- Reception Intake
- The Early Years Foundation Stage
- Learning in Partnership
- Others way to be involved
- A Typical Day in Reception
- Reporting Absences
- Family Holidays
- Medicines
- Preparing your child for School
- Supporting Your Child's Success at School
- School Uniform
- The Book Bag and its Contents
- Communication
- Rewards in Class
- Prioritising Safety Around School
- Contact Details

### Welcome to Knaphill Lower School

As starting school is such an important milestone in your child's life, we thought it would be useful for you to have a booklet with some information about the early years at school. You will also find enclosed some suggestions about how to prepare your child for school



**Our mission is to empower all children to have a bright future.**

We are wholly committed to this, and it is evident daily. We take the education of children and young people very seriously and that is why at Knaphill Lower we strive to make everyday matter. We encourage an active partnership between home and school, and we aim to provide a safe, relaxed and friendly environment.

Before starting school, your child will have a chance to visit, making their first day more familiar. In early September, their teacher will invite you to an initial meeting to share important information about your child.

Our staggered intake allows children to settle in smaller groups, with all students attending full-time by Monday, 15th September 2025. Details are in your pack.

We look forward to partnering with you for a successful three years at Knaphill Lower.

**To prepare you and your child for starting at Knaphill Lower, there will be an Induction Evening on Wednesday 18<sup>th</sup> of June 2025 at 6:15pm.**



# Welcome to Knaphill Lower School



## The Intake Process

Starting school is a big step for both children and parents. Our intake process is designed to help families feel comfortable and familiar with the school and reception staff.

**Stay and Play Session:** On Friday, 18th July, your child will join their classmates for a fun, one-hour session in their new classroom. This is a chance for them to enjoy a story and some singing while getting used to the environment - without parents present.

## Reception Intake

At Knaphill Lower, we use a staggered intake to help Reception children adjust smoothly to school life. This approach, used for years, ensures they settle in smaller groups over a two-week period.

We understand this may create challenges for parents, especially around childcare, but it allows children to become familiar with their new environment, teachers, and classmates in a supportive way.

While many children have attended pre-school, the school setting is quite different - with new routines, expectations, and adult ratios. Our goal is to help them feel secure and comfortable as quickly as possible.

When your child attends school, they should always enter and be picked up from the Reception classroom entrances.

## Early Years Foundation Stage (EYFS)

The EYFS is a unique and important phase of learning, designed to build on the positive experiences your child has had in pre-school. Our approach combines adult-led activities with child-initiated exploration, creating a safe, caring, and stimulating environment where children can thrive.

### Child-Centred Approach

We start with what your child knows, building on their strengths and successes. Learning is designed to be enjoyable yet challenging, using their curiosity and enthusiasm to develop a style that suits their individual needs. We believe that children learn best when they feel happy and confident, and we strive to create an environment that supports both.

### Active Learning

The EYFS is a dynamic, hands-on, play-based curriculum - often messy, but always purposeful! Every activity is carefully planned to support children's development in skills, concepts, and understanding of the world around them.



## Welcome to Knaphill Lower School



Our structured approach covers all areas of the EYFS while introducing exciting new opportunities for learning. Both our classrooms and outdoor environments are designed to be engaging, stimulating, and rich in exploration.

The three Prime Areas (listed below) are essential, working together to support progress in all other aspects of development.

**Personal, Social and Emotional Development** - PSED is essential for children's well-being and cognitive growth. Strong, supportive relationships help them understand emotions - their own and others'. Through guidance, children learn to manage feelings, build confidence, set simple goals, and develop patience and focus. They also learn self-care, including healthy eating and personal needs. Interaction with peers helps them form friendships, cooperate, and resolve conflicts, laying a foundation for future success.

**Communication and Language** - Spoken language supports all learning areas. Early interactions shape cognitive growth, with conversations enriching vocabulary and communication skills. Engaging in stories, rhymes, and role play helps children express ideas confidently. Through guided discussions and questioning, they develop a broad vocabulary and strong language structures.

**Physical Development** – Physical activity is key to children's health and well-being. Early movement - from tummy time to crawling - builds strength, balance, and coordination. Play-based activities, indoors and outdoors, help develop motor skills, spatial awareness, and agility. Gross motor skills support overall health, while fine motor skills aid hand-eye coordination, essential for early literacy. Through varied play with puzzles, crafts, and small tools, children gain precision, control, and confidence.

The four Specific Areas (listed below) include essential skills and knowledge for children to participate successfully in society.

**Literacy** - Developing a love of reading is key to children's learning. Reading involves language comprehension—built from birth through conversations, stories, rhymes, and songs—and word reading, which later includes decoding unfamiliar words and recognising familiar ones. Writing combines spelling and handwriting (transcription) with articulating and structuring ideas (composition), helping children express themselves confidently.

**Mathematics** – A strong foundation in numbers helps children thrive mathematically. They should confidently count and understand numbers up to 10, recognizing relationships and patterns. Through hands-on activities, like using small objects for counting, they build essential skills and vocabulary. The curriculum also supports spatial reasoning, including shape, space, and measurement, ensuring a well-rounded understanding of math.



## Welcome to Knaphill Lower School



**Understanding the World** - Children learn about their surroundings and community through real-world experiences, like visiting parks, libraries, and museums or meeting important people such as police officers and nurses. Listening to stories, non-fiction, rhymes, and poems helps them understand different cultures, technologies, and environments. Expanding their vocabulary supports future learning and reading skills.

**Expressive Arts and Design** - Creativity and imagination grow when children engage with the arts. Exploring different materials, sounds, and media helps them express themselves and develop communication skills. Frequent, varied experiences - such as music, painting, and role play—build their ability to interpret and appreciate what they see, hear, and create.

### **Learning in Partnership**

At Knaphill Lower, we believe learning is a partnership between school, your child, and you. When we work as a team, children thrive. This means engaging in their learning, discussing school activities, supporting them with reading and maths at home, and maintaining open communication with their teacher. We'll share their successes and any concerns, and we encourage you to do the same.

Parents play a vital role, especially in the Early Years. Your input helps us understand your child's interests and strengths, shaping future learning activities. Throughout the year, you'll complete a questionnaire, the 'All About Me' form, and the 'My Story' document. Face-to-face discussions take place at Parents' Evenings.

We also offer chances to explore your child's learning through our Curriculum Evening and workshops in PSED, Reading, Phonics and Maths workshops.

### **Other ways to be involved...**

As a school, we are lucky to have a very active and supportive PTA. They organise a range of fundraising events throughout the year, including the Christmas Fayre, Summer Fayre and a Family Camp Out. The PTA are always looking to recruit more volunteers to help in any way possible. You can find more details of what the PTA do and how you can help on our website.

**Parent Volunteers** - We value parental involvement and welcome parent helpers into the classroom. Just one hour a week can make a big difference! Whether listening to children read, playing learning games, or supporting classroom activities, your help is greatly appreciated. If a regular commitment isn't possible, you can still assist by joining school trips and outings.



# Welcome to Knaphill Lower School



Interested? Speak to your child's teacher to get started! All volunteers must complete a DBS check. Visit the school office for details - processing takes a few weeks, and you'll need clearance before beginning. Your support enriches the school experience, and we truly appreciate it!

## A Typical Day in Reception

**8:35 AM – Arrival** Reception classroom doors open, and children put away their coats, bags, and water bottles. Staff greet children and parents at the door. If you need to speak with the teacher, please wait until the end of the day unless it's urgent.

Please inform your child's teacher of any collection changes verbally or via a note. If plans change during the day, contact the school office **by 11 AM** to ensure the teacher is notified. Children will only be released to known adults or those pre-approved.

**8:45 AM – Learning Begins** Children should be in school by this time. Playground gates are locked. Late arrivals must report to the school office to sign in before being taken to their classroom.

**Snack & Hydration** - Children can visit the snack bar during the morning or afternoon session for **Government-provided fruit and vegetables**. Additional parent contributions can help provide variety. Children under five receive free milk (189ml carton). After their fifth birthday, parents must register and pay via Cool Milk. Milk will only be provided if registered. Children should bring a named water bottle, refilled daily. When bottles are forgotten, plastic water cups are available in the classroom.

**11:35 AM – Lunch** Children eat in the **School Hall**. All Reception and Key Stage 1 children are entitled to **free school meals**, including a main course and dessert.

The **Kitchen team** caters to dietary needs - please submit the **Twelve15 'Special Diet Request' form** from your welcome email. Packed lunches should follow **healthy eating guidelines** (no sweets, fizzy drinks, or nuts).

**Pupil Premium** - If you receive benefits, you will need to register through Surrey County Council. To do this, please collect a confidential form from the office and we will process this for you - this helps the school access additional funding.

**12:40 PM – Afternoon Registration**

**12:45 PM – Learning Continues**

**3:05 PM – End of the School Day** Children leave from classroom doors **only when staff see their collecting adult**. Notify the teacher and school office **by 11 AM** if collection plans change.



# Welcome to Knaphill Lower School



At Knaphill Lower we pride ourselves on the range of after-school clubs we provide for children. Reception children can join clubs from the Spring Term, including sports, art, music, construction, gardening, and cooking.

Wraparound Care Koosa Kids provides before and after-school care. Visit Koosa Kids for fees and availability. <https://kfos.co.uk/wrap-around-care/koosa-kids/>

## Reporting Absences

**Illness:** Call the school office **before 9:15 AM** each day your child is absent.

### Appointments:

- If your child will be late, inform the office (verbally or via email) so that the register can be marked accordingly and to avoid lunch cancellations.
- If collecting your child during the day, notify the office and teacher in the morning. Pick up from the office at the agreed time and **sign out**.
- Provide a copy of the **appointment letter/card** for medical absences

## Family Holidays

Term-time holidays will **not** be authorised. If exceptional circumstances apply (determined by the Headteacher), parents must complete a **Leave of Absence form** as soon as possible. Forms are available from the school office, and parents will be informed of the decision.

If a request is **refused**, the absence will be **unauthorised**, which may lead to legal action, including a **Fixed Penalty Notice**, if the child is absent during that period.

Regular attendance is essential for your child's education, ensuring they value school and build good habits for the future. Let us know if you have any questions.

## Medicines

If your child needs short-term medication, we ask parents to administer it at school. If this isn't possible, a medical form must be completed at the office, allowing staff to give the medication. No medication should be sent into school in your child's bag.

For long-term medication, the same process applies. If your child has an inhaler or epi-pen, please visit the office to complete the necessary paperwork and hand in the medication. These will be kept in the classrooms and a spare in the medical room and administered by staff as and when required.



# Welcome to Knaphill Lower School



## Preparing your child for school

There are lots of things that you can do between now and September to prepare your child for school. To encourage your child to be as independent as possible, practise these activities to help prepare them:

- Dressing and undressing without help.
- Doing up buttons and zips.
- Hanging clothes on a peg.
- Using the toilet unaided.
- Using a tissue.
- Using a knife and fork unaided.
- Tidying away the toys he or she has been playing with.

## Supporting Your Child's Success at School

Every day counts in shaping your child's confidence and enjoyment of school. Your involvement makes a huge difference in their learning, social development, and overall well-being. Here's how you can help:

- ✓ **Punctuality Matters:** Arriving on time ensures a calm and focused start to the day, while collecting your child promptly prevents unnecessary stress.
- ✓ **Be Prepared:** Make sure they have everything they need - like their reading diary - so they feel ready to learn.
- ✓ **Stay Engaged:** Talk to them about their day, ask "What have you learned today?" and show interest in their work, whether it's a painting or a piece of writing.
- ✓ **Encourage Reading:** Read books with them and to them - it builds vocabulary, imagination, and a love for stories.
- ✓ **Be Part of Their Journey:** Attend school events, assemblies, and workshops to stay connected.
- ✓ **Support Social Growth:** Arrange playdates or meet-ups with school friends outside of class - it strengthens friendships and confidence.
- ✓ **Teach Independence:** Ensure their clothes are easy for them to manage - coats with stiff zips can be tricky, and if they have laced shoes, help them learn to tie them on their own.

By doing these simple yet powerful things, you help create a happy, confident learner who feels supported both in and out of the classroom.

Thank you for being such an important part of their journey.





# Welcome to Knaphill Lower School



## Uniform

Knaphill Lower School offers a flexible uniform policy - generic items (trousers, skirts, shirts, and green jumpers/cardigans) can be purchased from any store. Uniform with the school badge (jumpers, cardigans, book bags, PE bags, and coats) is available from Valentino School Wear in Knaphill.

The PTA (Parent Teacher Association) holds second-hand uniform sales throughout the year for donations or purchases. They also run a preloved uniform shop - for more information, please email: [uniform@knaphillschoolspta.org.uk](mailto:uniform@knaphillschoolspta.org.uk) .

Children should wear their PE kit to school on their PE day. You may send in spare clothes, including socks and pants, to keep on their peg.

Label everything! Use sew-in, iron-on labels, or a proper labelling pen - and check regularly to ensure items don't get mixed up.

## The Book Bag and its Contents

The Knaphill Lower book bag is the most essential item on the school uniform list.

**Phonics & Early Reading** - At Knaphill Lower, children begin their phonics journey as soon as they start school, developing phonological awareness through the Essential Letters and Sounds programme. They learn:

- ✓ The sound each letter makes
- ✓ The shape of the letter
- ✓ A rhyme/mnemonic to help remember it

Practising these sounds at home strengthens reading skills. Once children have learned a set of letter sounds, they blend them to form words. You will also receive Harder to Read and Spell Words to practise at home. These words cannot be sounded out and must be memorised, as they frequently appear in reading books. Examples include: the, she, he, me.

Helping your child with phonics supports their fluency and confidence in reading.

**Reading Books** - Once your child has settled into school, they'll bring home a reading book to enjoy with you. This is a lovely chance to snuggle up together, talk about the pictures, and spark conversations about the story.



## Welcome to Knaphill Lower School



At first, they may just listen as you read, but soon enough, they'll start picking out familiar words. Watching their confidence grow is a special moment!

Books will be changed weekly, giving them fresh stories to explore.

We hope this time becomes a cherished part of your routine - helping build a love of reading that lasts a lifetime. Encouraging daily reading helps build confidence and a love for books! Let us know if you have any questions.

### **Communication at School**

Throughout the Knaphill Federation of Schools, parents use the Arbor Parent Portal to register for clubs and trips, book Parents' Evening slots, manage payments, check attendance, update contact details, and handle consents - all from their phone or computer. Once your child is set up, you'll receive an email with account details to get started.

### **Class Rewards**

Each class uses a gem jar as a reward system. When children work together, tidy up, listen well, or make good choices, they earn gems. Once the jar is full, the class receives a reward - this could be a party game, mini movie, dance, or story. The jar is then emptied, and the system starts again.

Additionally, each child belongs to a house team - Windsor, Attenborough, Farah, or Rowling. Individual house points are awarded for kindness, great behaviour, and fantastic effort in learning.

This system encourages teamwork, motivation, and positive choices in the classroom.

### **Prioritising Safety Around School**

At Knaphill Lower School, safety comes first. The roads around school can be extremely busy, so we strongly encourage families to walk, cycle, or scooter instead of driving. Not only is this a safer and healthier option, but it's also a great way to connect with your child on the way to school.

If driving is unavoidable, please avoid Chobham Road and park further away. To keep everyone safe and respect our neighbours:

- ✗ Do not block driveways
- ✗ Do not double park
- ✗ Do not park on the pavement
- ✗ Never park on the yellow zigzags outside the main gate



## Welcome to Knaphill Lower School



Being mindful of parking and traffic keeps children, families, and our community safe. Thank you for helping to make our school environment secure and welcoming for all!

The following car parks are local to the school and can be used by anyone:

- Sussex Road Car Park - Knaphill, Woking, GU21 2RA
- The Vyne Car Park - Broadway, Knaphill, Woking GU21 2SP
- Sainsburys Car Park, Redding Way, Brookwood, GU21 2QT

No vehicles are allowed to enter or leave our car park between 8:25am – 8:45am and 2:55pm – 3:15pm.

### Contact Details

School office telephone number: 01483 473 282

School office email address: [office@knaphill-lower.surrey.co.uk](mailto:office@knaphill-lower.surrey.co.uk)