



**Dream Big, Aim High  
& Make a Difference**

**Welcome to your  
Potley Hill Primary School  
Induction booklet**



**September 2025**

Welcome to Potley Hill Primary School  
We all look forward to meeting you very soon.

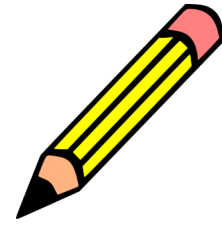


You will be visiting us all soon and for now all the staff here at Potley Hill are sending you a big hello.

We'd like to find out all about you so that we can plan for you joining us in September.

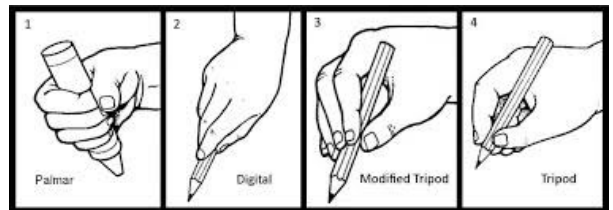
We'd like you to fill this book in with your grown up and return it to us by the **9th July please.**

My name is



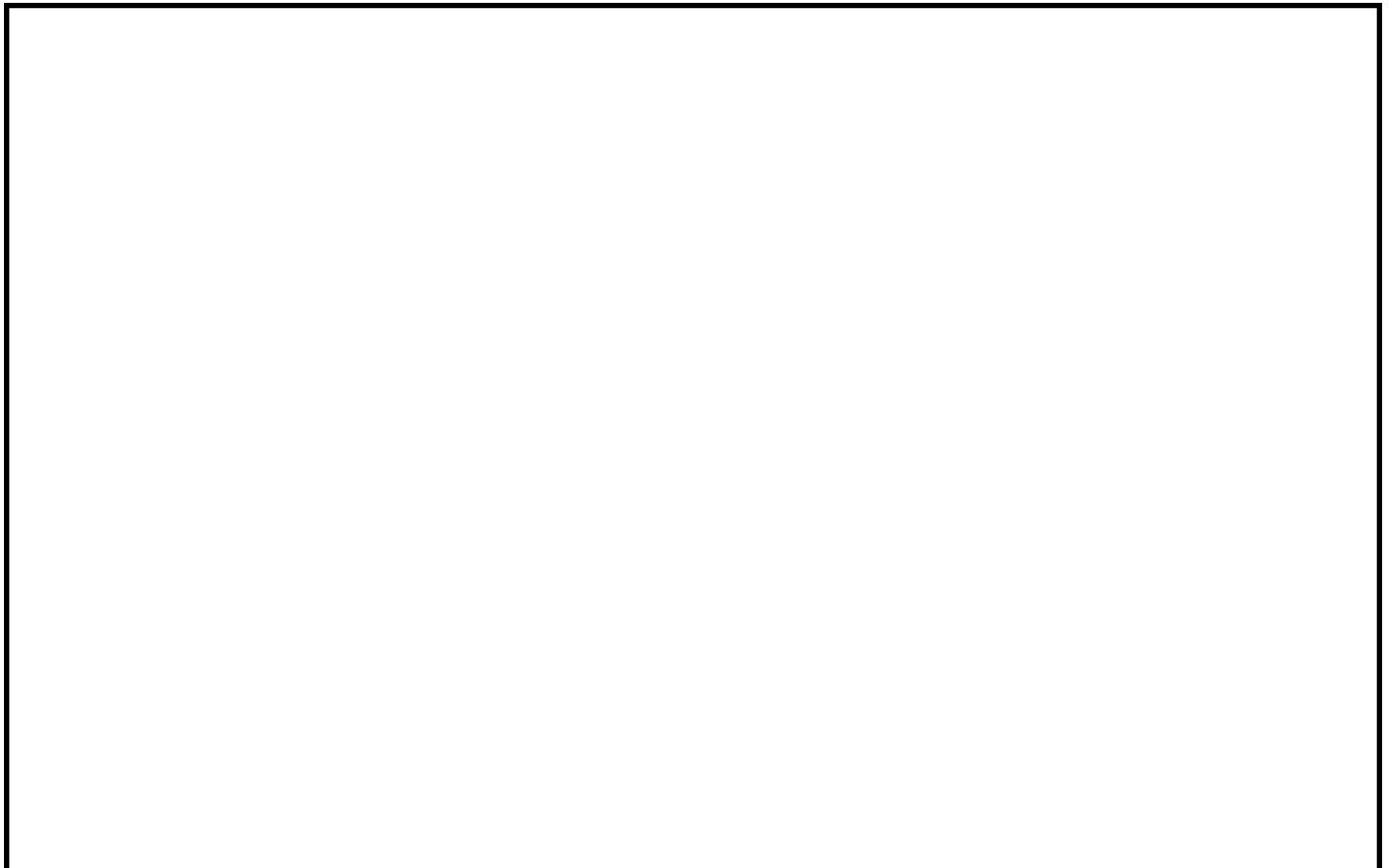
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Please let your child do their own mark making here. We would like to see what they can do independently. Please circle the pencil grip your child uses.



This is me!

Please let your child draw a picture of themselves here.



My family...

Can you draw the people who live with you?

Can the grown up helping you write the names and who the people or pets are?

A large, empty rectangular box with a black border, intended for a child to draw their family and write names and descriptions of the people or pets.

Can you tell the grown up helping you the answers to these questions?

My favourite toy is...

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My favourite book is...

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These are activities I also enjoy...

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These are things that make me feel happy...

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Sometimes these things make me feel worried or sad...

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## Lunch time at Potley Hill

Universal Free School Meals pay for all children in the infant & early years classes in school to have a hot meal. At Potley Hill the children are encouraged to be independent and to collect and eat their meal. Children need to use a knife, fork and spoon to eat their meal. Please help them to practise these skills at home.

We have a team of lovely lunchtime supervisors in the dinner hall and on the playgrounds during lunchtime sessions who will be on hand to look after and help the children.

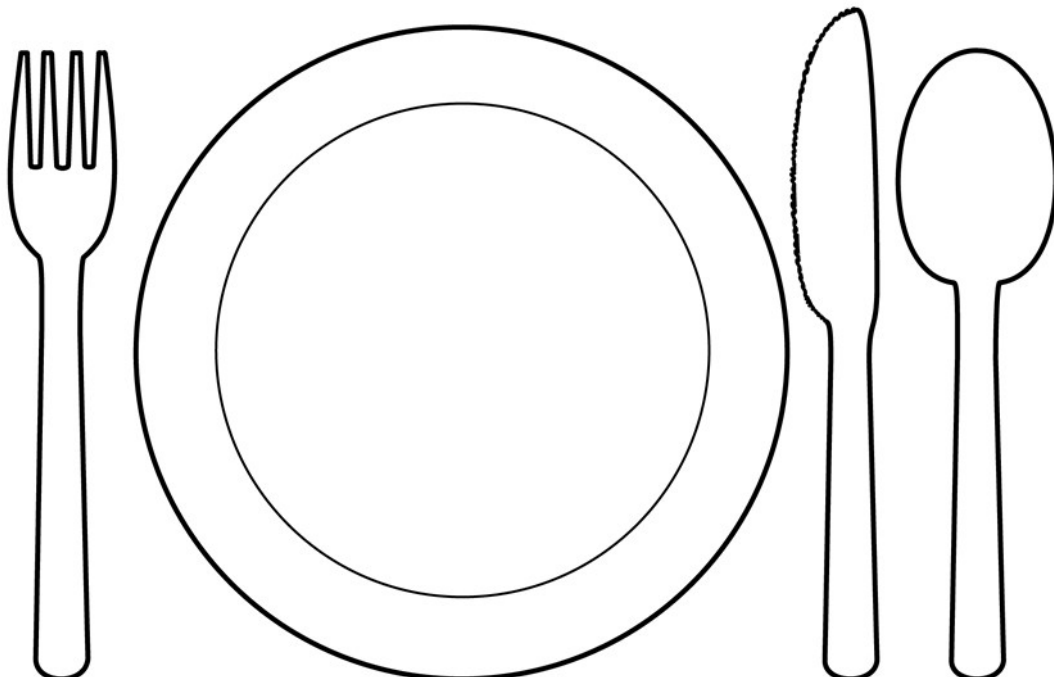


If you can eat your lunch with a fork, please colour it in.

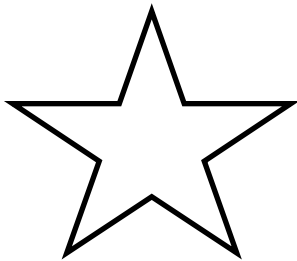
If you can eat your lunch with a spoon, please colour it in.

If you can use your spoon, knife **and** fork please colour them in.

If you can cut up your food independently using a knife and fork, please colour in the plate.



Can you put your coat on all by yourself?  
Colour in the star and coat if you can!



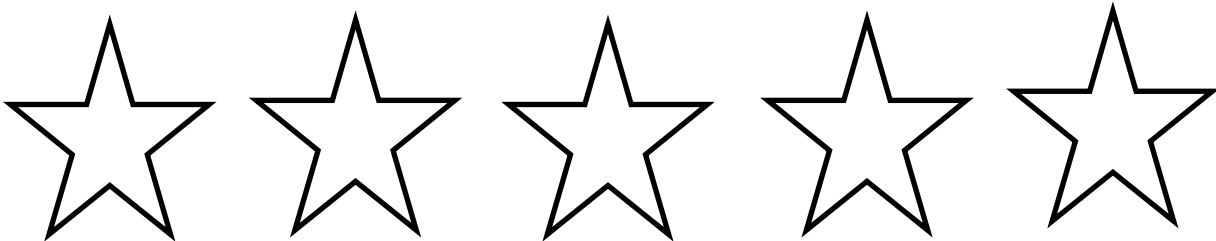
Well done!



If you find it tricky, you could try putting your hood on your head first so you look like a super hero!

This makes it easier to find your sleeves.

Colour in a star each time you put your hood on your head all by yourself.



Can you put your arms in the sleeves all by yourself too? Colour in a smiley face each time you put your arms in your sleeves by yourself.

Colour in a smiley face each time you do.



When you can put your coat on all by yourself, you can start to learn how to do it up.

**Super star!**

Parents,

If your child's coat has a zip, please start the zip off for them. Then let your child pull the zip up. It is important to practise this as much as possible.

If their coat has poppers, please show them how to fasten them and allow your child to practise as much as possible.

If they have buttons on their coat, these can be tricky! Practise with them as practice makes perfect, so please keep on trying.

Putting on their coat and managing fastenings is one of the first areas we focus on to develop your child's independence in managing personal needs. If they have been practising, they are off to a good start!

Your child will have their own named peg where they will need to put their PE bag and hang their coat. Where possible, please practise hanging coats and bags up home too!



## Getting Dressed

We hope children will be able to get undressed in under five minutes. We teach the children to stack their clothes neatly onto a chair or table. We hope that children can put on a t-shirt, skirt or trousers, socks, tights, shoes as well as a sweatshirt, jumper or cardigan in under ten minutes. Please help them with this and practice lots to develop independence ready for school.

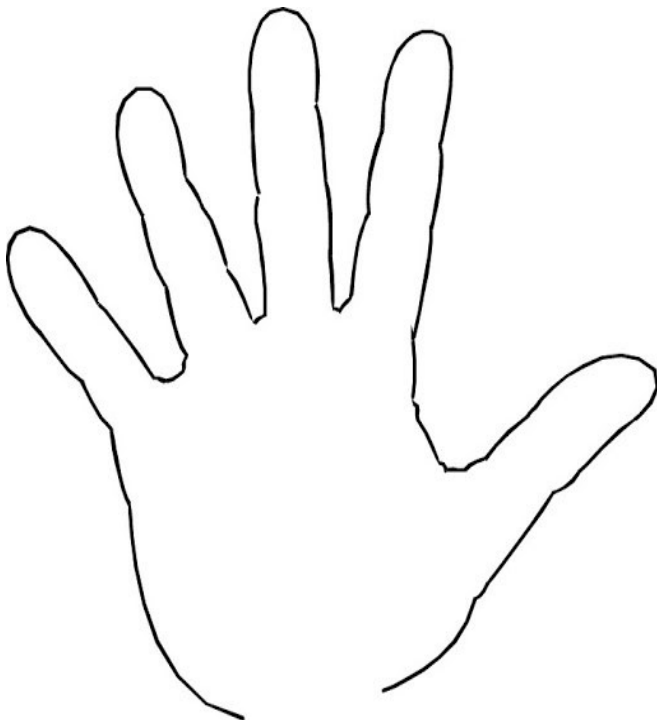


## Hand washing



Handwashing is very important at helping keep those bugs at bay! With this in mind, please can you help your child understand the need to be able to wash their hands thoroughly by learning the NHS song. <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/> . Singing Happy Birthday twice indicates the correct amount of time this should take.

Can you draw lots of soapy bubbles on the hand while humming or singing happy birthday twice?



# Personal Hygiene

It is important to encourage as much independence as possible with your child's personal hygiene. Please practise these useful tips below at home.

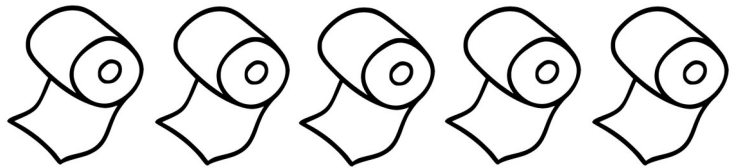
If you need help and advice with toileting, we recommend this useful website. <https://www.eric.org.uk/> for advice and information. If you have any concerns or issue with your child's toilet training, please do talk to us in confidence so that we



Colour in a star when you remember to flush the toilet by yourself.



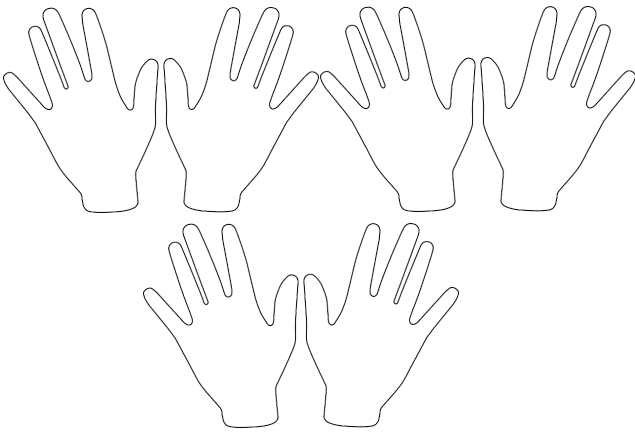
Colour a toilet roll when you are able to go to the toilet and wipe yourself without help.



Can you colour a hand when you have washed your hands for 20 seconds or two lots of Happy Birthday after using the toilet, blowing your nose or coughing?

It is also important to encourage your child to blow their nose with a tissue when needed, independently.

Colour in the box of tissues when you use a tissue to blow your nose by yourself.



Please learn how to turn the taps on and off as well!



## CATCH IT

Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.



## BIN IT

Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.



## KILL IT

Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.



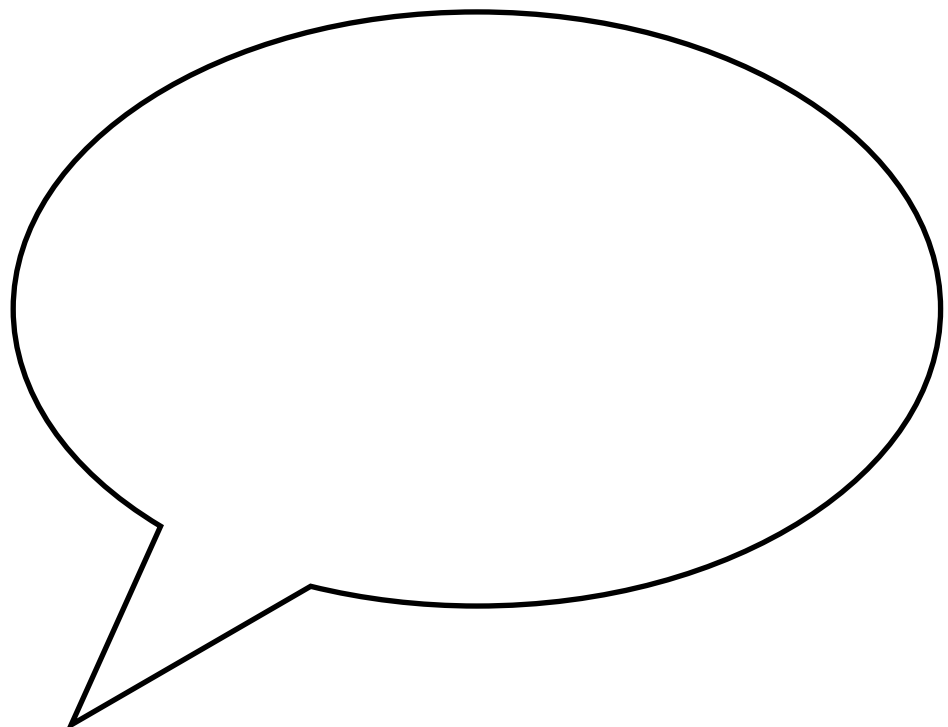
Did your child attend a childcare setting? If so, which one?

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Is there anyone from this childcare setting or other, that is also coming to Potley Hill, who is very important to your child?

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Please ask your child what their favourite things to do are at their childcare setting and write them here.



Please tell us if you have any worries about your child starting school:

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Starting school is an exciting time, but children may also have worries. Please let us know if your child is anxious about any aspect of starting school:

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## Other things to help prepare your child for school:

- ◇ Please start showing your child their written name and praise them when they start to recognise it, and even begin to write it!
- ◇ Go on a number hunt and look for numbers in the environment. Start with saying numbers zero to ten.
- ◇ Start encouraging your child to solve simple problems for themselves, by not jumping in and being such a wonderful helpful parent. When they cannot do something, explain to them how to ask you for help, or that they can ask the school staff for help when they are in school.
- ◇ Encourage your child to say hello and smile to greet people. Practise on their toys first if they are shy.
- ◇ Play lots of games with your child, ensure they can take turns, share things and that losing is not a negative thing.
- ◇ Start extending the time your child plays and explores on their own.
- ◇ Encourage them to follow simple two-step instructions. Three-step is a bonus!
- ◇ Finally, tell them it is going to be a fun and happy time going to school, where they will meet new friends and learn lots of exciting things.

If you would like any further information on preparing your little one for school please take a look at the following websites:

<https://startingreception.co.uk>

<https://www.bbc.co.uk/tiny-happy-people/articles/zxpc8p3>

We are thrilled you have chosen Potley Hill Primary School and look forward to working together to achieve the best for your child.

We look forward to meeting you very soon.



PRIMARY SCHOOL  
YATELEY