



## 09 Early years practice procedures

### 09.14 Transition to school

Moving on to school is a major transition in a child's life involving separation from familiar adults and children. Older children have a more secure understanding of 'people permanence' and are able to approach new experiences with confidence. However, they need preparation if they are to approach transition to school with confidence and an awareness of what to expect.

#### Partnership with schools

- The majority of children who attend our preschool transition to Stockland Primary Academy and our strong partnership with the school supports a robust plan to ensure a smooth transition between settings.
- Throughout the summer term we organise a number of visits from the Class 1 staff to preschool, as well as the children visiting and spending time in their new classroom.
- Transition documents are completed by the child's key person. These are then discussed with parents with their input being required before the document is handed to school.
- Meeting's are held with Class 1 staff to discuss each child's individual needs and requirements, as well as any additional support strategies being used and referrals made.
- Where necessary meetings are also held with the school's SENCo to discuss submitted referrals, involvement from outside services and any additional support requirements to ensure the child's needs are being managed from their first day at school.
- In addition to the transition support we provide for the children, school will organise onsite meetings for parents to attend and have their questions answered.
- Transition documents, safeguarding and SEN details are transferred to school, in line with procedure 07.06 Transfer of records, so providing relevant information to support a smooth transition.
- Your child's Tapestry journal will be made available as a pdf download for you to access at the end of the summer term. We shall then close your child's Tapestry account with us.
- For those children not transitioning to Stockland Primary Academy we are happy to work with the new setting to support a smooth transition. Transition documents, safeguarding and SEN details are transferred in line with procedure 07.06 Transfer of records and a follow up phone conversation or face to face meeting would be organised to discuss the child's needs and level of development.



### **Partnership with parents**

- Key persons discuss transition to school with parents and set aside time to discuss their child's transition document. Parents are encouraged to contribute to the document before it is passed to school.
- Key persons will discuss with parents how they are preparing their child for school and will share information about how the setting is working in partnership with the school to aid transition.
- Key persons will make clear to parents the information that will be shared with the school, for example, information regarding child protection and work that has taken place to ensure the child's welfare.

### **Increasing familiarity for children**

- For those children who will be attending Stockland Primary Academy they will have a number of contacts with the school throughout the Summer Term to help familiarise them with both staff and setting. This can involve visits to preschool from the Class one staff as well as a number of weekly visits to spend time in their new class room.
- Where possible we also invite Stockland Primary Academy's PE teacher to hold weekly sessions with the children at preschool. This is not only hugely beneficial for their Physical Development but also familiarises the children with another school staff member with whom they will have regular contact with and what to expect from their PE sessions.
- We have also created a school scrapbook which includes pictures of both the staff and setting to be used as a conversation starter between visits. Sets of school uniform are also added to the dressing up clothes for the children to try on and use as part of their imaginary play.
- For those children transitioning to alternative settings we are happy to work with the school to help assist in a smooth transition.

### **Preparing children for leaving**

- Children and parents form bonds with adults and children in the setting and will need preparation for separating from the relationships they have formed.
- The child's last day should be prepared for in advance and marked with a special celebration or party that acknowledges that the child is moving on.