



Early years practice procedures

Prime times – 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 can 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

- Details of the school that a child will be attending are recorded in the child's file.
- Every effort is made to maintain strong links with all schools that children may attend. The setting manager will approach schools to open lines of communication where these have not previously existed.
- Details of the school's transition or settling in procedures are kept by the setting and are referred to so that members of staff are familiar with them and can develop a consistent approach to transition with teachers, parents/carers and children.
- A child's transition report is forwarded to the school along with other information that will aid transition and settling in. Parents/carers receive a copy of this along with the access to download their learning journey.
- Teachers are welcomed into the setting and sufficient time is made for them to spend time with the child, and key person, to discuss and share information that will support the child's transition to school.

Nursery staff also attend an organised information sharing session for information to be shared with reception teachers.

- Any action plans relating to a child's additional needs are also shared, where this is in place.
- Other formal documentation such as safeguarding information is prepared in line with relevant procedures.

Partnership with parents

- Key persons discuss transition to school with parents and are open for a parent consultation appointment if parents want to discuss their child's learning and development in line with transition to school.

- Information is shared with parents/carers about how we 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.

Preparing children for leaving

- Children and parents/carers 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.
- Parents/carers are encouraged to send us photos of their transition and in their new uniform and visits are always welcome, as separations often take time to complete. Sometimes children need the reassurance that their nursery/pre-school is still there and that they are remembered.