



## Schools Transition Policy

### Safeguarding and Welfare

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

At Whitchurch Pre-School, we strongly believe in encouraging a strong transition through times of change. As children reach the end of their time at preschool, the move to a new school or setting can be disruptive or upsetting. Aiding transition within a supported process will help a child adapt, and manage their thoughts, feelings and behaviours to enable a happy transition to school.

By the time a child reaches school age, they may have already experienced numerous transitions including:

- Transition from home to our preschool (please refer to our Key Person & Settling In Policy)
- Transition between two different settings
- Transition from preschool to reception

Transition takes time, preparation and planning. During transition, we help our children to develop positive attitudes and grow in self-confidence and self respect so that they may continue in the best way possible. Our staff work together with the children and their families to ensure we share information and the support he or she may need.

### Supporting transition

To help both our children and their family's transition, we aim to provide as much continuity as possible in the education and care of the children.

We accomplish this through a number of ways:

- Maintain strong links to other settings and schools, inviting teachers/support staff to visit our pre-school in the setting in the period leading up to transition.
- When teachers and support staff cannot visit, we offer to meet with them for professional discussion on the child/children transitioning. Our registration form includes an area for parents/carers to consent for any approach to third parties.
- Maintain strong relationships with our feeder schools through attendance at network meetings, training events and other.
- During the summer term, (or as appropriate), activities are organised to reflect the transition process, and children are given the opportunity to share any concerns or fears, they may have. The child's key worker or the Manager will share these with parents/carers and school staff as appropriate. Transition activities are also shared with parents through their child's Tapestry Learning Journey.
- At the end of the summer term, we hold a graduation party to celebrate the children's move to school. We provide a copy of each child's learning journey to their parents/carers for them to keep. This is also shared with the child at numerous points through their time with us.
- With parents consent, Tapestry Learning Journeys can be shared with the new school as appropriate.

- We will prepare a transition report for every child moving onto school, which will be shared with the new school. Parents will have the opportunity to look at the report and discuss it with their child's key person before it is sent.

## **Transition visits to School**

To aid the children moving onto 'big' school, we will support transition visits to our feeder primary schools. This will be done in a variety of different ways.

From 2018, we will work with our primary feeder schools, **Marshwood** and **Charmouth** Primary Schools (as agreed with each Head of School), to create a pre-school session within the school setting. This session has been created in direct response to changes within their own staffing and structure, which has prevented both schools from continuing their long established and successful transition provision. It is the strong believe of all at Whitchurch Pre-School that taking over these sessions, and enabling this provision to continue will strongly support and aid the successful transition of our children into Reception.

This new provision will enable children to get to know their new school and the teaching staff whilst in the comfortable and familiar care of the pre-school staff. The sessions will be staffed according to normal preschool outing ratios, with a minimum of 2 staff in attendance or 1 staff member and 1 appropriate volunteer.

These visits operate for a session of no more than 3 hours, for no more than 10 weeks through the summer term. Parents will transport their child to and from the school, and will aid the staff in settling their child in. Please refer to our The Role of the Key Person and Settling In Policy. A register of attendance and full records including Learning Journeys will be maintained.

Pre-School staff will be fully responsible for the children during the visit, including the welfare and safeguarding of the children within their care. Please refer to our Safeguarding Children, Young Adults and Vulnerable People Policy.

A member of staff will visit the venue to complete a thorough risk assessment prior to the first trip, and reviewed in conjunction with a representative from each school. This risk assessment will be reviewed and updated as required, and at least annually prior to the summer term.

Whitchurch Pre-School will keep their insurers and Ofsted fully informed of these visits, any potential changes to the provision etc. as per normal policy.

Transition visits to other schools will be made in accordance with their transition arrangements, and be dependant upon the school. Whitchurch Pre-School will ensure staff are made available to support any request for visits in accordance with this and other policies. For example, accompanying a child on a transition visit to their new school, arranging visits from the appropriate Teacher here at Whitchurch Pre-School to meet children, issuing correspondence, introduction families to schools etc.

## **Further considerations**

**Children may have concerns such as:** The physical environment, understanding routines, the number of adults and children, where are the toilets, what happens in the playground and at lunchtime, will the work be too hard?

**Parents may have concerns such as:** What happens at the school visits, and if they can't make them what then, making new friendships, the routine and expectations at playtime/lunchtime, what happens if their child is feeling tired /unwell, when do they need a PE Kit, toilet procedures, home visits.

The continued use of transition visits will help alleviate these concerns. Our staff will continue to make every effort to answer questions and address concerns as and when they arise to support families.

This policy is reviewed annually, or as deemed necessary.

Policy adopted.....(date)

Signed.....