



Registered Charity No. 1023849

TRANSITION POLICY

Bollinbrook Pre-school is located on the same site as Bollinbrook C of E Primary School to which most children make their next transition. Although the pre-school is independent from the school, it does foster close ties and the Pre-school Manager has positive relationships with the teaching staff, particularly the head teacher, reception class teacher and the key stage one leader. The key stage one leader liaises closely with the pre-school by forming positive relationships with the pre-school's parent committee and making visits to the pre-school sessions so she is a familiar face to the children when they visit the school.

At times of transition we understand that children will be leaving their comfort zones and encountering something that is unknown to them and we do our best to ensure that children feel safe and secure in the unfamiliar situation, both when starting pre-school and primary school. We acknowledge that the most important people in the transition process are the children, parents, key persons and reception staff.

Aims

Our aim is to support children when making the transition from home to pre-school and from pre-school to primary school (in most instances Bollinbrook Primary School) by working with parents and keeping firm ties with the primary school all the year round to find the best way for each child to settle into their new environment with as much ease as possible.

Methods

Home to pre-school

- When new children are offered a place at the pre-school parents are invited to attend at least two settling in sessions to meet their child's prospective key person. Parents are given information about the pre-school, including core policies in a Welcome Pack.
- Parents are asked to complete an All About Me form, which will ask for details about the child's family, interests, language development and toilet training.
- Our relationship with the primary school is discussed with parents i.e. that we have close ties with the school but the pre-school and primary school are separate and parents must apply for a place at school themselves. It is not the role of the pre-school.
- If a child already attends another setting, with the parents consent, we will contact the other setting to share information about the child.

Pre-school to school

The year before children are due to start Bollinbrook Primary School a transition procedure commences:

- Children are invited to school family assemblies.
- Children join the reception class twice a term for group literacy, physical and mathematical session.
- Children join the reception class for other events, such as sharing World Book Day and a summer Teddy Bears Picnic.

Transition Policy

Bollinbrook Pre-school, Abbey Road, Macclesfield, SK10 3AT Tel: 01625 403130

- The reception class visits the pre-school, on invitation from the Pre-school Manager, for such events as watching the Nativity Play.
- In June before the children are due to start reception class in September, the Pre-school Manager organises transition visits where small groups of children are accompanied to the reception class with their key person wherever possible or another familiar staff member to play alongside the children in Reception Class.
- The visits are planned to help the children become familiar with the morning routine of the reception class and the environment of the classroom and infant department. During the visit key persons show the children where they can locate the toilets, water fountain and show them where they will store their packed lunch boxes, where their coat peg will be located and their personal tray will be.
- Children stay for playtime where they are encouraged to choose a piece of fruit from the fruit trolley and spend the playtime in the enclosed play area for reception children. Children return to pre-school after the bell is rung which signals the end of play time for the infants.

Children Moving on to other primary schools

We actively try and make contact with the receiving class teachers, with parental consent, inviting the teacher into pre-school to observe the child and meet with the child's key person to share his or her learning journey.

Receiving teachers receive a copy of the child's tracking records.

Transfer of Records

- The pre-school Special Educational Needs Coordinator (SENCO) meets with the school SENCO to inform her of any children who have an ELP or EHP and discuss their individual needs.
- A transfer meeting is held between the Pre-school Manager and the reception class teacher in order for the tracking sheets, ELP's or any other relevant information to be passed on.

The Pre-school Manager meets with the Head Teacher if she has any safeguarding issues/concerns so they can disclose them to the reception class teacher.

This policy was adopted at a meeting of	name of setting
Held on	_____ (date)
Date to be reviewed	_____ (date)
Signed	_____
Name of signatory	_____
Role of signatory (e.g. chair/owner)	_____ _____