



Early Years

Transition Policy

October 2018

Signed (Chair of Governors).....*B. Nemes*.....
Signed (Head teacher).....*M. Flute*.....
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Rationale

At Latchford C of E Primary School we feel it is important to create a whole school approach so that staff, children, parents, governors and other agencies have a clear understanding. This policy is about transition for Nursery to Reception and Reception to Year One. The policy also facilitates how we meet the legal requirements of Education Acts, National Curriculum and the Early Years Foundation Stage Guidance.

Aims

We want our children to experience a smooth educational and emotional transition from one phase to the next. This will ensure that children can achieve their full potential in learning and achievement and are happy in school.

Equal Opportunities and Inclusion

Both children and parents are actively involved in the process and their perceptions about transition are explored and valued.

For children with special educational needs appropriate assistance will be provided in a variety of ways including:

- A range of learning styles
- Using pupil's ideas and motivations as a starting point for transition
- Adjusting transition to meet the needs of individual children.
- Working in partnership with parents and other agencies

Principles that underpin the Policy

The principles that underpin our transition policy are

- Planning should be based upon assessment information from the previous class/group/setting.
- Styles of teaching and learning should meet the needs of children and not pre-conceived notions of what is or is not appropriate for the next phase/Key Stage.
- There should be a professional regard for the information from the previous setting/phase.

- Children's emotional welfare, wellbeing and involvement should be assessed before, during and after transition.
- Children should enjoy the transition process.
- Transition should motivate and challenge children.
- Staff allocation for a period prior to, during and after initial transition should be made to maximise the comfort and welfare of the children.
- Effective transition takes time, and is a process rather than an event.
- Parents and carers need to feel well informed about and comfortable with all transitions in their child's life.
- Transition is about the setting fitting the child, not the child fitting the setting.
- Transitions are not overlooked or left to chance, but thought about and planned in advance.

Initial Preparations

Transitions are not overlooked or left to chance; good transition takes careful thought and planning well in advance. All staff must be aware of the systems that are currently in place and build their review into the Early Years Self Evaluation. The reception class teacher has responsibility for Early Years at Latchford St James C of E Primary School and therefore through staff consultation and termly reviews generally knows the needs of individual children.

- The Year One teacher spends some time in Reception in the Summer term, observing children in their familiar environment and observing practice.
- Time is planned for Summer term meetings between Reception and Year One for staff to discuss on going assessment and Profile information. Allocated time also given to nursery practitioners to discuss with Reception staff about assessment.
- Nursery, Reception and Year One teachers and practitioners agree together what needs to be handed on at the end of the year.

- Reception children visit Year One during the Summer term. Children from Nursery will meet and see Reception class practitioners on a regular basis during their time in Nursery.
- Arrangements are made for passing on information to parents about the transition to Reception and Year 1. A new starters meeting is held at school during the Summer term for new Reception parents.
- The vast majority of children who attend our Nursery move in to Reception. Should children move to Reception from another setting or childcare provider the Reception Class teacher will liaise appropriately, if possible arranging to visit their setting and do a home visit.
- Children from Nursery will have various opportunities to experience 'school life' during the year for example Harvest assembly, Mother's Day celebration, Christmas performance and school trips.
- Moderation will also take place each term between Reception and Nursery staff.

Creating an appropriate environment

- All staff have received training on how to provide a high quality learning environment
- Reception staff work closely with Nursery staff. The EYFS lead spends time regularly in Nursery enabling her to know all Nursery children.
- All teaching assistants in EYFS are paediatric first aid trained and hold Food Hygiene certificates.

Building on what children know and understand

- Some of our support staff work in both Reception and Nursery which helps children feel more comfortable.
- Children who complete daily interventions will be discussed in detail and the Autumn Term class provision map discussed with the next teacher.
- Nursery, Reception and Year One staff meet to discuss assessment information

Partnership with Parents

At Latchford C of E Primary School we encourage parents to be involved by:

- Inviting parents into school 3 times a year to discuss the progress of their child.
- Inviting parents to Come and Share their child's Learning Journey with them each term.
- In all classes a termly newsletter is sent to parents to let them know curriculum news, this is also posted on the school website.
- In Nursery and Reception parents are encouraged contribute to their child's Learning Journey through WOW moments and Home Learning Stories.
- Parents of children moving into Reception are invited to bring their children to a taster session towards the end of the Summer term.
- We also stagger the intake of children (across three weeks) during the Autumn Term in order to make the settling in period as stress free as possible for the children.
- Parents of Nursery children are invited to a welcome meeting before their child starts in Reception. They are given a 'Welcome to Latchford C of E Primary School ' pack during the meeting, containing key information about our school. They will also be directed to the school website which will have information they may need. During the parent's meeting Mrs Yates will outline some ideas about getting your child ready for school. Any parents or guardians unable to attend this meeting are welcome to arrange an alternative time with Mrs Yates.
- When children visit Reception they are given their own personal book about starting school and James the Bear.
- When children start Nursery or Reception parents are asked to complete an All about Me sheet. This helps us gain vital information about their child.
- Parents are informed in the Summer term about the class that their child will be in from September.

- On leaving Nursery and Reception parents are asked to give feedback on their child's time and what we can do to improve our practice and systems of communication.
- We have an 'open door' policy and parents are encouraged to speak to staff at the start or end of the day.

At Latchford St James Church of England Primary School we value each of our pupils and their families and strive to develop strong relationships and make their time in our school a highly successful partnership. Through carefully planned transition we aim to work towards our mission to provide children with the stimulating, safe environment, exciting curriculum, spiritual and moral guidance and physical and emotional well-being they need to flourish and become happy, confident, successful life-long learners who contribute thoughtfully to society in accordance with our Christian Values.