

## Holy Family Early Years Foundation Stage Transition Policy

### Our Aims

- To help all of our pupils to feel secure, confident and excited about moving on
- To ensure that each move is as 'seamless' as possible
- To closely liaise with and fully inform parents at each stage

### Transition from home to nursery

- Parents of children on the nursery waiting list are contacted by letter during the term of their child's third birthday to offer a place commencing the following term, or earlier if possible.
- The letter invites parents and their child to a one hour session for 2 weeks called 'Ready For School'. These sessions are run by our Family outreach worker and supported by a member of staff from our Early Years team who get to know both parents and child.
- The parents and child are invited in to the Foundation Unit during the final session to have a look around and meet the rest of the staff. This visit gives the child the opportunity to experience the nursery session in full flow with their new class and to explore and enjoy the nursery garden and experience the self service snack time.
- New children start nursery the term after their third birthday with others they have attended the 'Ready For School' sessions with.
- New families who move into the area mid-term are still able to make an introductory visit to the nursery with their child and meet with the teacher of the parents would like this.
- Parents are welcome to stay with their child over a period of days or longer if necessary, until they feel they have settled in. We try to be as flexible as possible and discuss how we will settle each child with their parent to ensure each child is given every opportunity to settle as happily and confidently as possible from the start.
- Sometimes a few children may need to begin nursery by attending on a part-time basis at first e.g. three mornings a week, again owing to social or emotional developmental factors. The Nursery teacher liaises with the parents and the Head teacher in order to facilitate this if necessary.
- Nursery staff endeavour to be aware of the varying personal, social and emotional needs of young pre-school children and make every effort to help them and their parents feel happy, confident and comfortable about starting nursery.

### Transition from pre-school provider to nursery and reception classes

- The school is keen to develop links with other providers and if needed, Key Workers will be given the opportunity to visit children in their pre-school settings in order to spend time with them in their familiar environment.
- This also enables our staff to meet with Pre-school providers and (with parental permission) discuss relevant transfer information.
- We begin a new profile for each child that starts with us but also contact the pre-school provider for the information they have and include this in their new profile, before returning it to parents to keep.
- Children from the same pre-school provider will be a similar time when being staggered in to support each other and begin with a friendly face they already know.
- Lunch time staff will be made aware of the children that are not used to the play ground etc,

### Transition from nursery to the reception class

- Preparation for transition to full-time education begins early on during nursery education at Holy Family Catholic Primary School. Opportunities are given to all nursery pupils to spend time and play on the reception area carpets and as we are a mixed unit the children don't often differentiate the reception classes from the unit in their play.
- All pupils regularly visit other parts of the school building to use the sports hall for P.E. activities, main hall for assemblies.
- Other regular visits in and around the school take place e.g. to look for environmental print or to go on a colour walk.
- All of these small experiences help to gradually build up familiarity and confidence together with each child's sense of being part of the wider school community.
- In the summer term Nursery children will be taken out onto the Reception playground at lunch time in groups to get them used to lunch times.
- In the summer term of the Nursery year all for the new reception parents are invited to a meeting. At this meeting the reception meeting explains the new routines, arrival and departure arrangements and lunch time procedures etc. Parents are given the opportunity to ask questions and view the uniform and P.E kits and given information about where to buy them.
- Parents are given the reception booklet explaining everything they need to know about the procedures in the Reception Year of the foundation stage. They are also given a 4 week menu for the school meals and information regarding start dates and how the children are taken in on a staggered intake.
- Parents of the nursery children are invited in to see the child's profile and discuss it with the child's key worker in the summer term.
- If the child is going to another setting for their reception year the profile is given to parents to pass on to the new setting.
- For children going to the reception class in our school the profile will be handed to their new key worker (or when possible the key worker will move up to reception with the nursery class.)
- The Nursery and Reception teachers hold a further meeting together at the end of the term to pass on each child's nursery record, special needs records and any other relevant medical notes.
- On the second day of school the new reception class attend. The children who have not attended our nursery normally start in the morning so they are not overwhelmed and the staff can get to know them. The children who have attended our nursery and know our rules and routines start in the afternoon. The next day all children attend as normal.

### Transition from Reception to Year 1

- Key workers will spend time with the children that have moved up into year one, in their new classroom so they settle in quickly. Key workers will meet the children at the gate and direct them to their new classroom.
- During the second half of the summer term the Reception and Year 1 teachers liaise to arrange six sessions for the Year 1 teacher to come into the reception class to support the children.
- Children are also taken for story times etc in their new classroom (while the Year one class is in p.e or on a trip).
- Near the end of the Summer term the year one teacher will dismiss the children with the reception teacher allowing them to informally meet the parents. During this time a booklet is given out to parents for themselves and their child with information about year 1 (staff, the environment, routines, etc).
- Year 1 is set up with similar furniture and continuous provision and resources for children to explore.
- At the end of the summer term a transition afternoon is arranged for Reception children to be taught in their new room by their new teacher.
- Further activities are designed to give the reception children the opportunity to talk about their forth coming move and explore their feeling about the forth coming transition. Children are asked about resources and toys they would like to be ordered and topics they would like to cover.
- At the end of the summer term the Reception teacher completes the Foundation Stage Profile and arranges to meet with parents to share their child's record of achievement and discuss their child's progress. This is then continued into Year 1 up until Christmas if the child is still working within the profile.

- The Reception and Year 1 teachers hold a further meeting together at the end of the summer term to pass on each child's Foundation Stage Profile, special needs records and any other relevant medical notes ,etc.
- Reception teachers and Year one teachers share information about ability groupings, behaviour and children who work well together. Book band levels, phonics phases, writing assessments etc are shared and discussed.
- Time is also given during the autumn term for the children to adjust to new routines and procedures and familiarise themselves with new activities and new adults. The Year 1 teacher is aware of the need to build in time for pupils to be active. So there are sustained lengths of time for pupils to play and select their own activities, to talk and be active.
- An Introduction Parents evening is arranged at the beginning of the Autumn term to enable the parents to meet the Year 1 teacher and discuss any issues they have. During the meeting information such as new routines, arrival and departure arrangements and the approach to learning etc. is discussed and any parents' questions answered.

**Review Date: September 2016**