08 Early years practice procedures

**08.8 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 are able to 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**

* Every effort is made to forge and maintain strong links with all schools that children may attend.
* Teachers are welcomed into the setting and sufficient time is made for them to spend both with the child, and with the key person, to discuss and share information that will support the child’s transition to school.
* A copy of the child’s *Progress Check at Transition* is given to the parents to pass on to their school (to comply with GDPR) along with other information that will aid transition and settling in. Parents receive a copy of this along with their child’s learning journal, which they are encouraged to share with the receiving school.
* Any send information relating to a child’s needs are given to the school, with the parents consent.
* Other formal documentation such as safeguarding information is prepared in line with procedure 06.4 Transfer of records.

**Partnership with parents**

* Key persons discuss transition to school with parents and set aside time to discuss learning and development summaries: *Progress Check at Transition*. Parents are encouraged to contribute to summaries.
* Key persons will discuss with parents how they are preparing their child for school and will share information about how the setting is working in partnership with the school to aid transition.

**Increasing familiarity for children**

* We are adjacent to Water Meadows Primary School, so we make the most of opportunities for children to become familiar with staff and school premises, for example shared use of outdoor and indoor spaces, activities and resources.

**Preparing children for leaving**

* Children and parents form bonds with adults and children in the setting and will need preparation for separating from the relationships they have formed.
* The children’s last day before moving on to school, is prepared for in advance and marked with a special celebration or party that acknowledges that the children are moving on.
* Parents are welcome to bring their child for the occasional visit, as separations often take time to complete. Sometimes children need the reassurance that their pre-school is still there and that they are remembered, and key people enjoy seeing the children too.