Early years practice procedures

**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**

* Details of the school that a child will be attending are recorded in the child’s file.
* Every effort is made to forge and maintain strong links with all schools that children may attend. The setting manager will approach schools in order to open lines of communication where these have not previously existed.
* Details of the school’s transition or settling in procedures are kept by the setting and are referred to so that members of staff are familiar with them and can develop a consistent approach to transition with teachers, parents and children.
* Teachers are welcomed into the setting and sufficient time is made for them to spend both with the child, their parents and with the key person, to discuss and share information that will support the child’s transition to school.
* A child’s learning journey record is forwarded to the parents along with other information that will aid transition and settling in. Parents can forward this to their child school.
* Any action plans relating to a child’s additional needs are also shared, where this is in place.
* Other formal documentation such as safeguarding information is prepared in line with procedure Transfer of records.

**Partnership with parents**

* Key persons discuss transition to school with parents .
* 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.