

## 09 Early years practice procedures

### **09.14 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. The setting manager will approach schools in order to open lines of communication where these have not previously existed.
- 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.
- 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 07.6 Transfer of records.

#### **Partnership 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.
- Key persons will make clear to parents the information that will be shared with the school, for example, information regarding child protection and work that has taken place to ensure the child's welfare.

#### **Increasing familiarity for children**

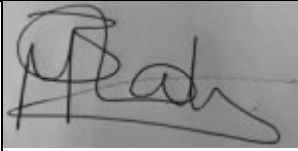
- We are on the site of Hollinhey Primary School, there are many opportunities for children to become familiar with staff and school premises, for example shared use of outdoor and indoor spaces, during the summer term children are taken over to experience school dinners in the large school hall and sing-a-longs.
- Where there are other schools within Sutton St James Preschool catchment area, other means of familiarisation will be explored. This could be through, photographs, or other information about the *Policies & Procedures for the EYFS 2023* (Early Years Alliance 2023)



school that can be shown within the setting. Staff may create a school information book for the children to explore when in setting.

### 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 child's last day should be prepared for in advance and marked with a special Graduation celebration or party that acknowledges that the child is moving on.
- Parents should not be discouraged from bringing the child for the occasional brief 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.

This policy was adopted by:	Sutton St James Pre-School
On	30/01/2024
Date to be reviewed	30/01/2025
Signed on behalf of the provider	
Name of signatory	Mili-Anne Bhatia
Role of signatory	Managing Director