



Transition Procedure ~ St John's Pre-School

Named person for supporting transitions : Claire Rampley

Procedure for supporting transitions.

To enable children to transition as smoothly as possible we aim to support them throughout the process and meet their individual needs, working alongside parents and any other relevant professionals.

Transition to St John's Pre-School.

All children are invited to attend an open afternoon to enable them to play in the setting, meet with staff and other children. This is also a good time for parents to have an initial meeting with their child's key worker and meet other staff. It is important for key workers to gain as much background information as possible before a child starts attending the pre-school and to build up a positive relationship with the child and their parents. If a parent is unable to attend an open afternoon we will arrange another meeting if requested.

Prior to the child starting the keyworker and another member of staff will visit the child at home to observe the child in familiar surroundings. When a child starts attending pre-school we anticipate a period of settling in and the child may well need support in separating from their parent, this may be distressing for both the parent and child so we will endeavour to support both. Parents are welcome to stay to settle their child in at the start of the session. If a child is in need of further support we will create a 'settling in plan' alongside their parent and tailor it to their needs. This will be reviewed on a regular basis in order to move their child further along the plan and ensure their needs are being met until they are able to attend the full session independently.

During transition time the staff will liaise with parents on a regular basis to discuss progress and any concerns they or the parents may have. This may be through conversation and/or our communication books that are used on a regular basis by parents and staff.

For children who will be cared for by a child minder we also liaise via communication books and child minders are welcomed into the setting to meet with the child's key worker and other staff.

For children that are attending other settings in the locality or are transferring from one setting to another we liaise with the relevant setting and share information and any records kept so far.

Transitions to school.

Children transitioning to Ely St John's School are able to participate in our transition plan. They are able to visit the school on a weekly basis in small groups with a member of staff from our setting. This will enable them to familiarize with the new surroundings, staff resources etc.

We will also have a 'reception role play' in the pre-school to enable children to try on and play in uniforms from some of the different schools in the locality, we also have book bags and lunch trays. During this time we also read stories about starting school and talk with the children about this. Teachers from the reception classes also spend time in the pre-school getting to know the children.

For children transitioning to any other school in the locality the reception teachers are welcome to visit during our sessions to meet with children that will attend their school.

Supporting additional needs.

For children that have had ICP's at St John's Pre-School ICP's will be passed on to the next setting/school.

For children that are on Early Years Action or Early Years Action Plus a transition meeting will be arranged and parents are always invited to participate.

Strategies to support specific additional needs such as Special Educational Needs, Early Support, Looked After Children, Locality Allocation Review Meeting (LARM), Common Assessment Framework (CAF), Gypsy Roma Traveller will be created to meet the needs of the individual child.

Supporting parents.

Parents are given a welcome pack prior to their child starting at the pre-school. Parents are introduced to their child's key worker.

Parents of children that have additional needs and may be involved in transition meetings are supported prior to the meeting and throughout the meeting.

For Out of School transitions:

(Breakfast buddies, After School Club, Holiday Play Scheme)

Parents are given an Out of School Club leaflet and are invited to view the setting before their child begins to attend.

Parents are introduced to the staff.

Parents of children with additional needs will be invited to meet with the club SENCO to arrange individual care plans.