

WHITEHEAD PRIMARY SCHOOL NURSERY UNIT

Transition Policy

Transition to Nursery

RATIONALE

- The well-being of children enrolled to attend Whitehead Nursery Unit is of paramount importance.
- Nursery staff are aware of the need to take account of children's family background, culture, learning styles and specific needs as well as their existing preschool experiences in order to provide the best possible start to their Nursery education.
- As far as is possible, parents can be assured of continuity of care for their children.
- It promotes the professionalism of all staff working with children of preschool age whether in the private, voluntary or statutory sector.

AIMS

It is the policy of this unit that:

- Good working relationships will be established with staff of preschool providers from which children are transferring.
- Once enrolment is completed the Nursery teacher and staff from other preschool providers will liaise in relation to children making the transition to Nursery. Parental consent will be sought prior to doing so.
- Where time permits, visits will be made during Term 3 to the relevant settings to meet the children who will be attending Whitehead Nursery Unit.
- Information obtained by Nursery staff will be used in conjunction with that given by parents (Appendix 3), providing a baseline from which to plan for individual children's needs, particularly during the induction process. It will be held in the strictest confidence.
- Effective channels of communication will be maintained, enabling the Nursery teacher to contact the relevant playgroup / day care facilities should issues arise regarding children enrolled in Whitehead Nursery Unit.
- When admitting a child with Special Education Needs (SEN) to Nursery, the following steps will be taken:
 - ✓ Based on the forms completed by parents, the Nursery teacher will endeavour to gather as much information as possible through meeting with parents and contacting other professionals involved in the child's care and development.
 - ✓ All relevant information gathered through contact / meetings will be documented.
 - ✓ Ongoing regular communication with parents will take place to ensure as smooth a transition as possible e.g. discussing strategies that may be put in place such as the child visiting Nursery several times when there are no other children.
 - ✓ Both the SENCO and the principal will be kept informed as necessary.

(Please refer to *Admissions & Induction* policy)

Transition from Nursery to Year 1

RATIONALE

- The well-being of children enrolled to attend Whitehead Primary School and other feeder schools is of paramount importance.
- All staff aim to ensure as smooth a transition as possible for children from Nursery to the primary sector.
- As far as is possible, parents can be assured of continuity of care for their children.
- It promotes the professionalism of all staff working with pre-school and school-aged children.

AIMS

It is the aim of this unit that:

- Good working relationships will be established and maintained with teaching staff of feeder primary schools.
- On completion of the open enrolment process, the Nursery teacher and staff from feeder primary schools will liaise in relation to children transferring to the relevant primary schools.
- Year 1 teachers of feeder schools will be invited to the Nursery during Term 3 in order to meet the children who will be enrolling in their schools.
- Information given by the Nursery teacher, including a transition report, will provide a baseline from which to plan for individual children's needs as they make the transition to Year 1.
- All information (whether verbal or written) concerning individual children will be held in the strictest confidence.
- Effective channels of communication will be maintained to enable Year 1 teachers to contact the Nursery regarding individual children should any concerns arise.
- When a child with Special Educational Needs (SEN) is transferring from Nursery to Year 1 in Whitehead Primary School or another feeder school, the following steps will be taken:
 - ✓ The Nursery teacher will arrange for a meeting to take place during Term 3, inviting the child's parent/s, Year 1 teacher, school's SENCO and all outside professionals involved in order to facilitate the exchange of relevant information. Details of this will be recorded on a checklist. (Appendix 2)
 - ✓ A pro forma will be used to document all relevant information gathered during the course of the meeting. (Appendix 1). This will be filed with copies of all documentation pertaining to the child e.g. Speech, Language & Communication Therapy assessments, medical reports etc.
 - ✓ During the transition period the Nursery teacher will be available to discuss with the Year 1 teacher, SENCO and principal any issues that may arise.

Date: March 2017

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