

## Transition Policy

Here at RGS, we believe that all children should feel comfortable, confident and emotionally secure when entering the Early Years environment. Young children starting both Nursery and Reception need to be supported as transition into school life.

The Early Years Team strive to work alongside the family and take steps to ensure that every child is valued as an individual. We understand that every child enters school from a variety of backgrounds and we will respond accordingly. We are committed to working collaboratively with parents to ensure individual pupil development.

This document outlines the transition steps around introduction to Nursery, progression through Reception and then into Year 1 when the National Curriculum begins.

Our aim is to :

- Provide an environment which is safe, secure, welcoming and inviting for children, parents/carers and visitors.
- Ensure children moving from Nursery to Reception and Reception to Year 1 have a comprehensive transition period which is understood by teachers, management, parents/carers and children.
- Provide links between teacher, parents and children to ensure familiarity within the settings.
- Make children and families aware of routines, procedures and expectations for their relevant phase.
- Provide parents/carers with the opportunity to share information, concerns and ask questions.
- Communicate and share with parents/carers effectively about their experiences at home and at school.
- Demonstrate that staff have respect for parents and carers knowledge by asking for their views and listening to what they say.
- Create and maintain a learning environment that is responsive, flexible and caters for the entire range of needs.

## Transition Guidelines for Nursery

### Admissions

- We will offer a Nursery Admissions intake each September and then, available spaces permitting, we will run a planned Nursery Admission in January and then, if required, in April of each year.
- Pupils will be admitted to the setting in small numbers over a period of a couple of weeks at the beginning of each term to ease the settling process. Admissions will take place until the Census date each term, after which point, admission will be deferred to the following term. Some exceptions may apply in rare circumstances.
- Pupils will be assigned to a Key Worker who will, as far as possible, carry out all liaison with the family including parent consultations.
- All new-starters will be invited to attend a Briefing Session which will be a chance for the school to share key information with families and for questions to be answered by the school.
- All new-starters will be invited to attend a Stay and Play Session which will allow you and your child the chance to become familiar with the setting e.g. toilets, pegs, routines and to see some of the activities that will be available during sessions.
- Pupils will be given a slightly later arrival time for their first day and thereafter in the event that a child struggles to settle; this will be dealt with on a case by case basis.

### General

- Parents and Carers will be invited to termly events.
- Parents and Carers will be informed of Nursery Topics half-termly which will assist them in supporting their child's learning. A comment box will be available for parents to offer suggestions and contributions.
- The Nursery will maintain an open door policy for any parent/carer wishing to discuss their child's well-being with a member of staff.
- Nursery staff will remain with the Nursery classes when they attend Foundation Stage Assemblies. This will help the children to feel safe in their new environment and to help them to learn the required behaviours for the setting.
- To encourage the Nursery children to feel a part of Ruislip Gardens from the outset, Nursery children are expected to wear a uniform, this consists of a green logo school jumper, black tracksuit bottoms and Velcro-fastening shoes.
- Parent Consultations are arranged within the first half of the Autumn Term where the child's social and emotional progress can be discussed. Parents and carers are encouraged to attend these. A further consultation will be offered in the Spring Term.

## Transition Guidelines for Reception

- Nursery children will have access to shared learning opportunities with the Reception children as part of transition. This will help the children make the transition from Nursery to Reception.
- At the end of the Nursery Academic Year parents/carers will receive their child's Learning Journal. This will also be shared with the child's Reception teacher. This will outline the child's development areas and include snapshot observations of the child in the setting in both written and photographic form.
- At the end of Nursery children will receive a full report with all observations shared on a disc for retention at home.
- The children will have a chance to become involved in school activities and will attend a weekly school assembly during their time in Nursery to ease transition. This will get them used to school routines and used to sharing school areas with members of the broader school community.
- Parents/carers and children are invited to attend a meeting with the Headteacher to discuss transition into Reception. This meeting will take place during the Summer Term prior to entry into Reception. Important information about life in Reception will be shared at this session. The Foundation Stage leader and Reception teachers, where possible, will attend and be available for an informal chat after the meeting.
- Transition into Reception starts during the children's time in Nursery. During the second half of the Summer Term Reception teachers will attend sessions in Nursery to read stories and observe the pupils.
- Nursery and Reception teachers will have a conference leading up to the end of the Summer Term. This is where they meet to discuss each child, their individual learning needs and the progress they have made. An action plan for the following academic year will be created following these meetings.
- The school holds a 'Transition Day' each year which coincides with the visits the Year 6 children make to their new High Schools. All classes have the opportunity on this day to visit their new classes including our children moving from Nursery to Reception. Parents are invited to attend a one hour stay and play session with their child.
- Nursery staff will spend time talking with children about the Reception staff and about the different routines that will be followed in the Reception setting in circle time sessions.
- Children attend the new Reception class for half a day for the first week of the Autumn Term. During the second week of term children will stay at school for lunch and their afternoon registration and their school day will end at 1:15pm. From the third week of term onwards the majority of children will attend for the full school day, depending on how well they have settled.
- Parents/Carers will be invited to eat lunch with their child in our school dining room during the early weeks of term. This helps the transition between eating as a family, in the family home to eating with their peers at school.



- During the first week of term Parents/Carers are invited to attend a one to one meeting with Reception staff to discuss transition and learning needs.
- Any identified Special Educational Needs will be dealt with on a case by case basis with input from our Inclusion Manager, as appropriate.
- Reception staff will remain with the Reception classes when they attend Whole School Assembly. This will help the children to feel safe in their new environment and to help them to learn the required behaviours for the setting.
- Parent Consultation Evenings are arranged within the first half of the Autumn Term where Personal, Social and Emotional Development progress can be discussed. Parents and carers are encouraged to attend these. A further consultation will be available in the Spring Term.
- 'Fun Friday' sessions will take place each Friday from the second half of the Autumn Term 2017 from 8:40am-8:50 which will allow parents a chance to see their child's Learning Journal and what their child has been learning that week.

## Transition Guidelines for Children Entering Year 1

- Transition into Year 1 occurs throughout the Reception year. More formal transition activities begin in the second half of the preceding Summer Term.
- Reception and Year 1 teachers have a conference day leading up to the end of the Summer Term. This is where Reception and Year 1 teachers meet to discuss each child, their individual learning needs and the progress they have made in the Foundation Stage. An action plan for the following academic year will be created following these meetings
- During the second half of the Summer Term, Year 1 teachers attend at least one session a week in Reception to read stories and observe the pupils.
- The children spend several sessions in their new year 1 Class before the end of the Summer Term and photographs are taken of them in their new environment. These will be on display in the new setting from September.
- The school holds a 'Transition Day' each year which coincides with the visits the Year 6 children make to their new High Schools. Reception children are invited to visit their new Year 1 class where they will have a chance to meet their new teacher.
- Children will be eased into more formal approaches of Key Stage 1 teaching throughout their first half term in Year 1.
- The Year 1 teachers continue to discuss their questions and fears during transition through PSHE sessions.
- A Curriculum Evening is arranged early in the Autumn Term for parents/carers to attend. At this meeting important information about the Key Stage is shared and the Year 1 teachers will be introduced. Copies of the slides will be displayed on the school website immediately after the session and are available for download by any non-attendees.
- Parent Consultation Evenings are arranged within the first half of the Autumn Term where transition progress can be discussed. Parents and carers are encouraged to attend these.



## **Transition Guidelines for Children Leaving Primary School**

- Each year the London Borough of Hillingdon sets a Transition date in July.
- On this date all Year 6 pupils who will be attending schools within the Borough will visit their receiving Secondary School and spend the day there with their new classmates and teachers.
- On this visit day, children are expected to take along any required and prescribed medication, for which they will be responsible during the day.
- Where a child has a secondary school place in a school outside of the Borough or that is a private school or grammar school, alternative transition arrangements will apply. These children should attend Ruislip Gardens Primary School as normal on the planned Hillingdon Transition Day.