



### Transition to School Policy

#### **Policy Statement**

Our pre-school believes that all children should be given the utmost support and understanding when preparing to move from pre-school to another setting or primary school. For the purpose of this policy we refer to Transition to School, but these transition processes can be adapted to all scenarios.

#### **Aim**

To ensure the children have the smoothest possible transition to their new schools, by preparing the children for their move, with careful planning geared to each individual educational provider. We aim to make the transition experience as pleasant as possible by implementing different strategies, in partnership with parents and other teaching professionals.

#### **Procedures**

It is solely the responsibility of parents/carers to complete applications to individual schools. For information on how to apply to a mainstream school please refer overleaf.

We are advised during the Autumn term of parents who have and have not submitted a school application. We will remind parents of the deadline and prompt those who have not made an application, to do so as soon as possible.

At Rainbow Pre-school we believe fear of the unknown can be the root of much anxiety and this can be easily decreased through visits to the new school and classroom and a gradual building up of familiarity. We endeavour to raise parents/carers awareness of the application procedure and closing date for transfer to infant/primary school.

The term before the transition period we will talk to the children about the move to their new school in a positive way. We will encourage the children to tell us what they feel and try to alleviate any anxiety by showing them photographic guides (photography books of classrooms from our different feeder schools), introducing them to their new teachers in the pre-school setting and eventually taking them to visit their new environment where possible.

Once schools places have been allocated, members of management attend an Early Years Transition Meeting, held by Southampton City Council, to discuss transition of children into Year R. Transition slips detailing children's interests, friends and any additional needs they may have are transferred at this meeting.

Teachers from feeder schools are offered the opportunity to visit Rainbow Pre-school, where staff will introduce the teacher to the children, in their familiar pre-school environment. During these visits the teacher will have the opportunity to start to get to know the children and make him/herself familiar by reading a story and engaging the children in light conversation and play.

Rainbow Pre-school, c/o Wordsworth Primary School, Victor Street, Shirley, Southampton, SO15 5LH  
Telephone (023) 80701601

The pre-school is usually informed of parent/child school visit dates and will encourage parents/carers to take their child to these.

If the school offers dates for pre-schools to visit them, where possible the child's key person will accompany them, ensuring the correct adult/child ratios at all times. This visit will only occur with prior written parental consent and where staffing/ratios allow.

During these visits children can familiarise themselves with the new faces, rules and routines. For the duration of the Summer term we continue to talk to the children about their new schools, encouraging them to talk about their new uniforms, book bags and share experiences from the visits.

Towards the end of the Summer term Rainbow Pre-school will pass the child's progress report and transition information to the new school, with parental permission. This information offers teachers a guideline of the individual child's stage of development and the child's interests and needs.

To contact the admissions team please visit the Southampton City Council webpage.

This policy was adopted at a meeting at Rainbow Pre-school in October 2019

Signed on behalf of Rainbow Pre-school

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Policy review date: September 2020