

Maple Grove Community Group

Policy for Transition and Liaison between Pre-school and Primary school

This policy details the transition to Westwood Primary School if your child is not attending Westwood we will try and work with you and the relevant school to aid the smooth transition for you and your child. Every effort is made to contact Reception teachers from the other schools.

Aims of Policy

To obtain a smooth transition from the pre-school to the Primary school – with effective procedures for both pastoral and curriculum issues.

Needs of the Child

The transition from pre-school to Primary school is a key issue of each individual child's school career. It is essential that the child's self esteem, confidence and academic progress has as little disruption as possible. Government initiatives such as Desirable Learning Outcomes and the National Curriculum emphasise the continuum in education from Early Years through to Secondary school. Written records alone are insufficient to achieve a smooth transfer, therefore staff in both establishments aim to provide a full picture of each child's pastoral and curriculum needs.

Teacher Liaison

The Pre-school has the added advantage of an appointed Head of Reception teacher to act in a guidance/advisory capacity over such issues as development, curriculum and transfer liaison. Half Termly meetings throughout the year keep the Pre-school Head of Curriculum and Head of Reception in constant touch. Issues such as approaches to reading, writing, maths and personal, social and emotional development are discussed and policies are developed where necessary.

Spring Term

Combine services to families such as Photo Sessions in school.

Summer Term

Start story visits and play visits.

Children and staff undergo regular walks round the school building, outdoor area and playgrounds to familiarise them with the surroundings, i.e. school hall, toilets, library, medical room, cooking room, office etc.

All Reception teachers visit the pre-school setting on a number of occasions to read stories and sing songs with the children.

Children are divided into small groups to visit their teacher for story and play time on a regular basis during the last term.

Staff Liaison

Autumn Term

Regular meetings between Pre-school Head of Curriculum and the Reception team provide opportunity to discuss how children have settled into school life. Also provides opportunity to review any new development and curriculum initiatives.

Spring Term

Continue regular meetings with Pre-school Head of Curriculum and Head of Reception.

Summer Term

Continue regular meetings with Pre-school Head of Curriculum and Head of Reception.

Start regular weekly meetings with school and pre-school staff

A summary of Learning Development records for each child are handed and emailed to Reception teachers for referral.

Staff from both settings work closely in compiling final registers for the September intake. Thus ensuring an even spread of gender, age and special requirements.

SENCOs from each setting discuss any Special Educational Needs of children already identified.

This policy was adopted at a meeting of the Group held on(date)

Signed on behalf of the Group