

Clifton Playgroup

Transition Procedure



Clifton Playgroup has a professional responsibility to ensure that each child has a smooth transition into its chosen Primary school and that parents are given information and transition assessment paper work.

We will endeavour to have a professional relationship with all the Primary schools ensuring that all the transition paperwork is completed on time and to a high standard. Giving all schools the opportunity to visit the child in playgroup.

This will be achieved by:

- Enabling the children to be 'school ready'. Facilitating strong transition activities.
- Recorded observations and assessments during their preschool year. Tracking attainment.
- Transition attainment paper work will be finished at the end of June. Reports will then be written.
- All transition paper work will be shared with parents and learning journeys will be given to parents to take home and shared with Primary School at the home visit time.
- The Manager will work with all schools and where possible plan visits to the schools which ensure that all the children can attend activities in the school environment.
- The Manager will ensure that a list of the children's expected Primary schools is made ready to make contact with Reception class teachers.
- Transition paper work will be posted to schools and the Manager will be available to have meetings with teachers to discuss information about each child.
- Any child on the SEND register will have a group meeting with SALT, IDS and other professionals and parents, organised by the Manager.

- Staff will help to prepare the children/parent/carers for moving on to school.
- The Manager may give support with the Appeal Procedures when parent /guardians are unhappy with school placement given.
- We will support the "STATEMENT PROCEDURE" for children on our SEND register, where special school or extra time at playgroup has been recommended by IDS or other professionals.

This policy was adopted at a meeting of the Board of Directors; March 2019

Signed on behalf of Playgroup:



Name: Liz Newbold

Designation: Chair
