

TRANSFER TO INFANT SCHOOL AND NEW GROUPS IN THE NURSERY

- 1) Children in the pre-school group are prepared for working in larger groups during the last three terms.
- 2) Letters are sent out to the parents to encourage them to visit their local schools and reminders are given to parents for the deadlines to enrol children for their chosen school for the following September.
- 3) With parents permission a list of schools to be attended by the children is displayed in the pre-school room for parents to view and liaise with other parents whose children will be attending the same school.
- 4) During the last term staff incorporate 'going to school' within their planning.
- 5) Members of staff from the local schools visit the children who are entering their school and visit the nursery to discuss policies and personal aspects of the child's development etc.
- 6) Staff complete a summary of the children's development which is sent to the school along with any IEP's or other records by the appointed date, which is normally set by Early Years.
- 7) When children move from one age group to the next, parents are given letters informing them of their child's new group and their key worker who will be working with their child. Children are familiar with all staff in the nursery, but we organise visits for the children to become familiar with their new surroundings.
- 8) In September every group will encourage 'All about me' within their planning, so that the children can talk about their families, likes and dislikes, and become familiar with one another and gain more confidence in their new group. We encourage Parents to get involved by completing an information sheet about their child and their family.
- 9) Photographs are often taken of the children and requested from home to be displayed around the nursery.

This policy will be reviewed annually by Emma Fowles, Operations Manager

This policy was reviewed on: 1st July 2024

By: Emma Fowles (Operations Manager)