

St. Nicholas First School **Transition**

At St. Nicholas, we understand that smooth and organised transition between phases of education or between schools is essential for children and adults alike. We plan for transition at various stages throughout every child's school journey.

Transition into Early Years

Once children have received a place at St. Nicholas, Early Years staff visit 'feeder' nurseries and settings to meet with staff and observe children in their familiar settings.

Parents have the opportunity to meet class teachers and look around school during an 'Induction Evening'. Parents/Carers are provided with an information pack which contains all the information they will need in order to settle their child into school.

Children are also able to visit their new class and meet their new class mates at 'New Starter Sessions'.

At St. Nicholas, we recognise that some children and adults need more support when moving into 'big school' and extra visits and parental meetings can be provided on an individual basis.

Prior to joining St. Nicholas, parents are given the opportunity to make school aware of any Send needs for children or adults and the Early Years Forum makes school aware of any needs that have already been recognised by previous settings. For Send children and their parents/carers, meetings with the Senco, receiving teacher and previous teacher/Senco are encouraged prior to children starting school. Where appropriate, external professionals and agencies are also encouraged to attend any transition meetings.

Class/Key Stage Transition

During the Summer Term, all local schools have an 'Induction Day'. This enables all children to have a morning/day in their new class/school. Children have lessons with their new teacher(s) which give opportunities for children and staff to get to know each other prior to September. Children experience their new classrooms and learn what to expect on their first day, e.g. where to put their coats, drinks, dinner money etc. What to do with PE kits and where to find their trays etc.

Children who are joining St. Nicholas part way through the school are also encouraged to visit our school on these days in order for them to begin to familiarise themselves with their new school.

Some children benefit from extra classroom visits and are encouraged to visit their new classrooms and teachers by taking messages etc. Transition Books are also completed with these children. These books contain photos of their new classroom, staff, cloakrooms, playgrounds etc. The books are taken home over the Summer Holidays to aid discussion with parents/carers and help with familiarisation of their new environment.

At St. Nicholas, meetings are arranged between teachers where information about children is passed on. As Senco, Mrs. Evans also meets with teachers where Send children are also moving into new classrooms.

For some children, extra meetings can be arranged between class teachers and parents to discuss individual cases. Where appropriate, outside agencies are also invited to attend such meetings.

Some external professionals, for example Autism Outreach, hold transition meetings with parents, staff and Senco each Year during the Summer Term.

End of Year 4 Transition

Year 4 and Middle School teachers liaise closely for transition. Middle School teachers come into St. Nicholas to talk with the children and answer any questions they may have. Teachers also meet with each other to transfer information about children. Senco's from Middle schools also meet with Mrs. Evans and parents are invited to also attend these sessions.

Children's buff folders and any Send information are sent over to the receiving Middle schools.

All children have the opportunity to visit their receiving Middle School for the day. Where children are not transferring to local Middle Schools, where geographically possible, they attend their own transition days. Staff and Senco, where Send pupils are involved, meet with receiving school staff or speak over the telephone when a visit is not possible due to geographical reasons.

Some children are identified as those who would benefit from extra visits to Middle School. These children (with parental permission) visit Middle School for extra pre-organised sessions, alongside St. Nicholas staff. For children who would benefit from Transition Books, extra visits can again be made to allow children to take photos for their books which they then create back at St. Nicholas.

St. Nicholas First School
Transition Table of Events

Date	Year Group/Key Stage	Action
May	Year 4	Contact Middle Schools to arrange dates for transition meetings and staff to visit children at St. Nicholas.
June	EYFS	New Intake Evening for Parents.
June	EYFS	Arrange meetings with parents and Early Years Forum.
June	Whole school	Information to be sent out to teachers concerning their new classes.
June	Whole school	Staff to complete pupil information and flag sheets prior to transition meetings.
June	Year 4	Year 4 staff to meet with Middle School staff.
June	Year 4	Senco to meet with Sencos from receiving Middle schools.
June/July	Year 4	Extra visits to Middle schools to take place.
June/July	Send children	Begin to make Transition Books with Send children.
June	AOT children	Arrange dates with AOT re. transition meetings with parents.
June	Send children	Arrange dates with parents of Send children who would benefit from meeting with staff and Senco.
July	Send children	Individual meetings with Send parents.
July	Year 4	New Intake Day to Middle schools.
July	Whole school	Induction morning, children to experience their new classes
July	AOT children	Individual meetings with AOT children's parents.
July	Year 4	Transfer pupil buff folders and Send info to receiving Middle schools.
July	Whole school	Staff to meet with new class teachers to pass on relevant pupil information.
July	Send children	Senco to meet with new and current class teachers to pass on relevant Send information.

