



## Millbrook Combined School and Nursery Transition Policy

### Rationale

At Millbrook we endeavour to ensure a smooth transition for pupils who are starting Nursery Plus 2 or Nursery or going into a new year group in September.

Pupils and parents need to feel happy, comfortable, reassured and confident to face the challenge of starting a new school. As we recognise that pupils are vulnerable at stages of transition, we implement a range of strategies and activities to ensure a smooth and happy transition.

### Aims

- To provide a smooth transfer from one year group to the next.
- To ensure the pupils' emotional well being is a priority.
- To ensure good communication between staff, parents and pupils.
- To raise parents' awareness of school routines.
- To provide a smooth and positive transition between every Key Stage at school.

### How will this be achieved?

#### 1. Home visits

The Nursery Plus 2, Nursery and Reception key workers will carry out home visits at the beginning of term (and at each new term for Nursery and Nursery Plus 2). This will allow staff to meet the new pupils in their homes where they are comfortable. The staff will introduce themselves to the pupils, spend some time playing with them and talking to the parents to find out as much about the pupils before they enter school.

#### 2. Admission

We have three intakes for the Nursery and Nursery Plus 2 children and one intake in Reception. Please see the induction process for how we make this as smooth as possible for the children. See also our admission policy.

#### 3. Induction

##### *To Nursery Plus 2*

Parents are referred to our Nursery Plus 2 setting located in the Children's Centre building after parents have been successful in their application. Parents receive a handbook about Nursery Plus 2 and come and meet the Key Workers at an agreed time with their child.

On their Home visit or at one of the settling in sessions the children will take home a booklet with a photo of their key worker and other staff in Nursery Plus 2.

Parents and children will be invited to stay for as long as required during the settling in process for their child. See also our Foundation Stage 'Settling In' policy. The Nursery Plus 2 setting is always open to parents and carers and there is also support for families from the Family Support Workers on site.

#### *To Nursery*

Parents and children are invited to an information meeting about the Nursery before they start where they receive a handbook, are introduced to all the key workers and are informed about routines and systems involved.

On their Home visit or at the induction meeting the children will take home a booklet with a photo of their key worker and other staff in the Nursery.

Parents and Children are also invited to three 'Preparing for School' workshops held at our Wycombe West Children's Centre and run by Foundation Stage and Children's Centre staff together.

For their induction to Nursery the children come for a session with their parents for an hour and on the following day they stay for an hour on their own. On day three the children are allowed to come in for the whole session. This, of course, is fashioned for the child and if they need more time, coming in gradually then we will do this.

#### *To Reception*

Parents and children are invited to an information meeting about Reception before they start where they receive a handbook, are introduced to all the staff and are informed about routines and systems involved.

Any children coming from other Nurseries will receive a visit from a member of staff from Millbrook as well as their home visit.

Nursery Key workers and Reception teachers also meet to discuss the children and their needs. The Foundation Stage profile and their records of achievement are also discussed at length.

There are also several story time/rhyme time sessions planned with Reception teachers and the children that are coming up from the Nursery. If there are any children coming from another setting the Reception teacher may also visit the setting.

The children then come for an hour and a half on the induction day and are sent a letter explaining when they will be starting school in September. After the induction day the children will take home a booklet with a photo of their teacher and any other staff. Each child who is new to Millbrook will have a home visit by a teacher and TA at the beginning of term.

The children attend school for three mornings and then stay for lunch for the next two days. The following week they go full time. This, of course, is fashioned for the child and if they need more time, coming in gradually then we will do this.

Parents are encouraged to come in and settle their children every day and collect them at the door at the end of the day. This allows parents to have regular contact with the teacher. At lunchtimes there is a key worker who is assigned to the children so they have a familiar point of contact at all times.

The parents are then asked to come to a Welcome evening in the September term once their child has settled in at which our phonics, reading and writing programs are explained in more detail. Later on in the term we run Phonics and Reading workshops in more detail for parents.