

Cheadle Primary School

Transition Policy

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Our transition policy reflects the ethos that emotional well-being is essential in terms of learning. We have to have appropriate expectations of the children, and empathy with them too, and aim a smooth transition between year groups and key stages.

Our Aims:

To ensure a smooth transition for children in the Foundation Stage from their Early Years setting to the Reception class and from Foundation Stage through to Year 1, maintaining consistency in the construction of the Early Years Foundation Stage Framework and on to the new National curriculum.

Evidence suggests that for a smooth transition to take place there needs to be a combination of:

- effective communication between teachers on each side of the transition,
- parental engagement and
- a thorough induction programme.

Our Methods:

Effective Communication

- Transition meetings between the child's key-person from Pre-school/nursery and the Reception class teacher will be held before a child begins school to enable sharing of information and written records. The class teacher will retain and continue these records to inform planning and the Early Years Foundation Stage Profile.
- A transfer meeting between Reception Year and the Year 1 teacher will be held to discuss pupils progress and key information to enable a smooth transition.
- Reception and Nursery children are invited to a story session in the term before they start school. For Nursery children this is an half an hour session and Reception it is an hour.
- Reception and Year One teachers will be given a copy of a report on the characteristics of learning for each child and there will be time to discuss this.

Parental Engagement

- Nursery parents meeting in June where parents are given an introduction to how the Nursery works at Cheadle Primary School and what happens, a chance to meet the staff and ask any questions they may have and fill in the relevant forms.
- Reception Class brochure given out to all new parents during an induction meeting in June and information is given about what we do in Reception and a chance to meet the staff, ask any questions they may have and see the classroom there child will be in.

- At the end of Nursery and Reception parents receive a report on their child's progress. In Nursery this is linked to the characteristics of learning as well as how they have settled and what they have learnt. At the end of Reception parents receive a report form the E-profile stating their child is emerging, expected or emerging the 17 Early Learning Goals and a report on the characteristics of learning is also given.
- At the end of the year parents are notified which class their child be joining in September. In July there is an end of year open parents evening where parents will be given the opportunity to meet with their new Year 1 teacher, to discuss any concerns.

Induction Programme

- New starters are invited to a story session at the school.
- During an induction afternoon the new children are invited to explore their future classroom in the company of their new class teacher, which helps them to gain some ownership of the setting they will be working in.
- The Year 1 teacher/ Reception teacher will visit the Reception/Nursery class regularly throughout the Summer term, to familiarise themselves with the children, each visit will be short but frequent.
- Reception have a two week induction period which is stated below:

Week one	Pupils will start school at 9.00 am and finish at 2pm. They will stay in school for their lunch.
Week two	Pupils will start school at 9.00 am and finish at 3.15pm. They will stay in school for their lunch and go home the same as the other children in school.

- Nursery also have a two week induction which is stated below:

Please note times different according to the different blocks.

Nursery Session	Week 1 * WK Beginning 1/09/14	Week 2 WK Beginning 8/09/14	Week 3 (full time) WK Beginning 15/09/14
All Mornings	9.00- 10.00am Tuesday - Friday (The children will start on the 2/09/14 as school will be closed on the Monday)	9.00-11.30am Monday-Friday (12.20pm finish if having school lunch)	9.00-12.00 Monday-Friday (12.20pm finish if having school lunch)
All afternoons	12.00-1.00pm Tuesday -Friday (The children will start on the 2/09/14 as school will be closed on the Monday)	12.00-2.30pm Monday to Friday (11.40 start if having a school lunch)	12.00-3.00pm Monday to Friday (11.40 start if having a school lunch)

Block 1 (Monday/ Tuesday all day and Wednesday morning)	9.00-10.00am Tuesday and Wednesday (The children will start on the 2/09/14 as school will be closed on the Monday)	9.00-12.20pm Monday and Tuesday (They will have their lunch in school) 9.00-12.00 Wednesday (12.20 finish if having a school lunch)	9.00-3.00pm Monday and Tuesday (including lunch) 9.00-12.00 Wednesday (12.20 finish if having a school lunch)
Block 2 (Wednesday afternoon and all day Thursday/Friday)	12.00-1.00pm Wednesday 9.00-10.00am Thursday/Friday	12.00-2.30pm Wednesday (11.40 start if having lunch) 9.00-12.20pm Thursday/Friday (including lunch)	12.00-3.00pm Wednesday (11.40 start if having lunch) 9.00-3.00pm Thursday/Friday Including lunch

- In both Reception and Nursery the induction period may be over a longer period if the staff feel this is necessary.

Continuity and Progression:

The Reception class teacher uses information gathered during discussions with children, parents and key-persons, and the sharing of the Learning Journey, to ensure a clear understanding of the child's current levels of development in all areas of learning. This will then be used to inform planning.

- The Reception class teacher identifies individual children likely to be vulnerable and have special or additional needs, and will brief all relevant Primary school staff prior to their entry into school.
- The Year 1 teacher uses the E-Profiles and liaison with the Reception class teacher to plan pupils' further development.
- Nursery children attend whole school assemblies in the spring and summer term, Reception attend from September. The pupils in Nursery and Reception also attend key stage 1 assemblies which are taken by the Early years and Key stage 1 staff.
- The same marking scheme, WALT and TIB and other resources are shared throughout the school to help children have continuity throughout.
- The same reading schemes are used throughout the school.