



## School Transition Procedure

**Applications for starting primary school in September 2025 open on 15 November 2024 and close on 15 January 2025.**

[Apply for a reception or year 3 place at a primary school \(devon.gov.uk\)](https://www.devon.gov.uk)

### **Autumn term**

Remind all parents to apply, giving closing date and link and send out information doc 'school options.'

### **Summer term1**

#### **Parents**

Speak to individual parents to confirm which school their child will attend. Discuss any concerns the parent or child have about the transition.

Support parents in responding positively to children's concerns and in finding practical information they need about their child starting school.

Initial email to parents:

Dear Parents,

Please could you confirm whether your child is to start at school in September and if so which school they will be attending.

As part of our school transition process we will soon be contacting your child's school to share information and to invite your child's new teacher or another member of staff to visit the kindergarten.

Our aim is to work with you to make the transition to school as smooth as possible for the children. If you or your child have any concerns or questions about starting school, please speak to us. If your child is not starting school and you would like them to continue at Venture, please could you confirm this. You can claim funding for your child until their 5th birthday.

Regards,

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### **Children**

During group chat times (Lunch, snack etc.) spend some time talking about starting school, listen to children's anxieties.

Spend time chatting and listening with individual children as needed about individual concerns.

Talk about the child's new teachers.

Focus children's next steps on preparation for school.

### **Schools**

Contact individual schools by email:

Provide name/s of children transitioning. Inform about how we will share records/information about children. Ask the names of key staff who will be involved with the child once they start school. Information about the kindergarten and our approach to education/school readiness. Ask for feedback on what the school/Reception teacher considers as 'school readiness' to inform our practice. Invite to visit the kindergarten to meet us and the child and observe. Provide telephone numbers and names of staff and invite Reception staff to call the kindergarten to share information.

Initial Email To Schools:

Dear \_\_\_\_\_

We are writing to you because \_\_\_\_\_ who attends our setting will be starting at \_\_\_\_\_ school in September.

We would like to work with you and \_\_\_\_\_'s parents to ensure a smooth transition process. We are a fully outdoor kindergarten where the children develop independence, resilience and a passion for learning. It is important to us that we prepare each child emotionally and educationally for school. If there is anything in particular that you would like us to focus before September, please let us know. Next half term we will work with parents to compile a report about \_\_\_\_\_ which we will share with you by email along with any other relevant information for the child. We would also like to invite \_\_\_\_\_'s new teacher or another member of staff to visit us at the kindergarten to meet \_\_\_\_\_ and observe them in a familiar environment.

Please contact us on \_\_\_\_\_ to arrange a visit.

Finally, we would be grateful if you would share with us the names of \_\_\_\_\_'s new class teacher and any key members of staff so that we can begin to use these in conversation with \_\_\_\_\_.

We look forward to hearing from you soon.

Kind regards,

### **Summerterm2**

#### **Transferring records**

Write transition reports.

Meet with parents to share assessments and report. Parents add their comments to report.

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Send the school transition report to schools and include a telephone number that they can contact if they have queries.

### **Celebration**

Transfer Tapestry journal to PDF and inform parents.

Leavers' celebration and presentation of celebratory photoframes with families.

### **Follow up**

Contact schools for feedback on how the children are settling and use information gathered to inform future school transition processes.

Inform schools that they are welcome to contact us by telephone or email once the child has started school if there are any queries or concerns.

Inform parents that they are welcome to contact us by telephone or email once the child has started school if there are any queries or concerns.

Dear \_\_\_\_\_

We hope that our transition process supported \_\_\_\_\_ to settle in school. Through our ethos we endeavour to support children in developing their independence, resilience and passion for learning. It is important to us that we prepare our children emotionally and educationally for school and we hope that \_\_\_\_\_'s time at Venture Outdoor Kindergarten gave \_\_\_\_\_ the foundations to continue \_\_\_\_\_ learning journey in \_\_\_\_\_ first half term in school.

At Venture we are constantly thinking of ways in which we can develop our practice and we would very much appreciate your feedback on our transition process, how \_\_\_\_\_ has settled or any specific areas of learning that you feel we could spend more time focusing on.

We look forward to your reply.

Kind Regards,

### **Monitoring and review**

This policy is monitored by the staff and management of Venture Outdoor Kindergarten and will be reviewed annually or before if necessary.

This policy was written by Venture Outdoor Kindergarten September 2018.

Reviewed August 2019.

Reviewed August 2020.

Reviewed August 2021.

Reviewed August 2023.

Reviewed August 2024.