**School Nursery Class Annual Transition Planner (Preschool to Reception cohort)**

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| **September** |  |
| Inform parents/carers of important dates for school applications display posters/use variety of communication methods, e.g. social media, website and newsletters |  |
| Meetings set up with parents/carers of children identified as requiring intensive personalised support and home visits arranged for late admissions |  |
| Block time for pre-school visits for January starters in November and in June/July for those starting next year |  |
| Evaluate September transition procedures - invite parental contribution: coffee morning/ survey/questionnaire |  |
| Map out transition events for the new academic year on the whole school calendar |  |
| **October** |  |
| Parent/carer meeting to explain the curriculum |  |
| Parent/carer consultations (dependent on individual school) |  |
| Plan Autumn term tour for potential new parents/pupils - who, when, how? of children identified as a requiring targeted/specialist support including SENCO/ other professionals |  |
| Book pre-school visits for January starters |  |
| **November** |  |
| Visit pre-schools |  |
| Home visits completed for children identified as requiring targeted/specialist support support |  |
| Inform parents/carers of important dates for school applications via: display posters/use variety of communication methods, e.g. social media, website |  |
| **December** |  |
| Signpost families to local community events being run over Christmas |  |
| Review website and ensure that information and photos are up- to-date |  |
| **January** |  |
| Inform parents/carers of important dates for school applications display posters/use variety of communication methods, e.g. social media, website |  |
| Organise provision for settling in new starters |  |
| Home visits completed for children identified as requiring targeted/specialist support support |  |
| Home visits for all children completed (dependent on individual school) |  |
| **February** |  |
| Arrange meetings with parents/carers to discuss progress |  |
| Parent/carer meeting to explain the curriculum |  |
| Evaluate January transition procedures -invite parental contribution: e.g. coffee morning/ survey/questionnaire |  |
| Signpost families to local community events being run during half-term |  |
| **March** |  |
| Review time required for PVI visits and inform SLT of any resources implications, e.g. cover for staff |  |
| Evaluate transition level of need for every child moving to their Reception class (either in the same/ new school) |  |
| **April** |  |
| Review allocations confirmed and begin to identify those children for whom you will require additional information to support a smooth a transition |  |
| Send out induction information to new families |  |
| Receive and review the transition level of need tool for children that are moving to Nursery |  |
| Signpost families to local community events being run over Easter |  |
| **May** |  |
| Arrange meetings or home visits with families where children have not attended any previous provider or are out of county |  |
| Prioritise transition for children identified with intensive/ personalised needs |  |
| Book pre-school visits for all children |  |
| Begin transition processes for children moving to Reception (see Reception annual planner) |  |
| Signpost families to local community events being run during half-term |  |
| **June** |  |
| Visit pre-schools with priority or those identified with intensive/ personalised needs |  |
| Pre-school visits for all children |  |
| Arrange meetings with relevant agencies/professionals (e.g. SENCO/parents/Speech and Language Therapists (SALT)) |  |
| Weekly induction visit meeting(s) for priority children |  |
| Parent/carer induction meeting |  |
| Complete and send transition record for children moving to Reception |  |
| **July** |  |
| Continue pre-school visits for all children |  |
| Induction session(s) for all children |  |
| Home visits completed with priority given to those identified as requiring intensive/personalised support |  |
| Home visits for all children completed |  |
| Signpost families to local community events being run over the summer (e.g. library reading challenge) |  |
| **August** |  |
| Send welcome letter to new Nursery starters |  |