



Galliagh Nursery School

Play, learn, love and flourish.

Transition and Settling-In Policy

Introduction

Moving to a new setting can be both an exciting and challenging time for everyone. Young children experience exactly the same emotions when they move to a new school. It can be difficult to predict how children will react on their first days at school. However, with some preparation and thought we can make this time enjoyable and fun. This policy outlines the approach Galliagh Nursery School takes to ensure the transition from home to nursery school and nursery school to primary school is a smooth process that results in a positive experience for everyone.

Aim

- To provide a smooth transfer from home to nursery and from nursery to primary school
- To ensure that relevant information is transferred from prior pre-school settings to ensure continuity in learning for the child entering nursery school
- To ensure that relevant information is transferred to primary schools to ensure continuity in learning for the child entering Year 1
- To develop close and effective links between home/school/nursery

Intended Outcomes

For children

- To feel at ease with the transition to nursery / school and be familiar with the nursery and school environment.
- To have opportunities to discuss emotions about the transition to nursery / school
- To feel supported by the adults in their lives in the transition to nursery / school

For families

- To understand what the transition programme entails and to feel involved in their child's transfer to nursery / school
- To feel reassured that their child's emotional well-being is being catered for
- To enable good communication between parents/guardians and staff

For nursery/school staff

- To enable good communication between parents/guardians and staff
- To allow the children to transfer to nursery / school with confidence
- To ensure relevant information is shared with the appropriate parties

Transition form home to nursery

Parents Induction Programme

Galligh Nursery School provides a 4 session programme for parents and children running over a few months during the summer term.

Meeting 1:

Parents and guardians are invited into school in late May/June to:

- Meet the staff and view the school premises
- Receive information on the pre-school curriculum
- Discuss in detail the Settling-In process
- Receive information on the importance of early language development and how they can support their child at home.
- Provide information to the staff on their child via an enrolment form which will help build up a pen-portrait of their child's interests and likes.
- Consider undertaking the role of parent volunteer and the vetting procedures attached to this.

- Complete permission slips and distribute the Child Protection policy and Procedures etc.

These meetings are extremely important. As well as providing parents/guardians with invaluable information relating to the children's first days in school it is an excellent opportunity for parents to meet with staff and other new parents.

Meeting 2: Stay and Play session

This meeting builds on the previous one and takes place in early June. Children and their parents are brought in groups of 13. The purpose of these stay and play days are to provide an opportunity for

- the children to explore the school and become familiar with the environment
- staff, children and parents/guardians to begin to establish relationships with each other
- parents/guardians to discuss any specific concerns they may have
- parents/guardians to raise issues and ask questions and
- for staff to begin to gather information on the children.

Links with prior pre-school providers

We have established close links with Surestart in our community and will use their records if applicable to build a picture of your child's interests and needs.

Information Booklets for parents and children

These booklets will be delivered to the child's home during the month of July. The parent's booklet details the:-

- child's start date in school
- name of the child's class teacher, nursery assistant
- child's home visit date and time
- and various policies, procedures and practices within the school.

The child's booklet will outline a visual timetable of the daily routine within the nursery as well as providing information on your child's key-worker and individual symbol. We would urge parents to discuss this booklet with their child in the few weeks prior to starting nursery.

Home visits

Home visits take place for all children prior to the children's start date in nursery school. Transition from home to school is often challenging for our young children. They move from the safety and security of home to a strange place, full

of unfamiliar adults and experiences. Home visits can help to make their forthcoming experience easier to cope with. It is also an opportunity for some parents to discuss confidential matters or concerns. For teachers it is a fantastic opportunity to meet the children in a relaxed setting and to get more of an insight into a child's development and skills.

Two members of staff will visit each child at home. The visit will last no more than 10 minutes. Staff will use this opportunity to talk to the child about their little book and listen to any concerns that the parent might express.

Settling In / Admissions procedure

As it is vital to continue to establish good relationships with each individual child, children are admitted gradually into the nursery.

Each class is divided into two groups:

Group A attends school between 9.00am – 11.00am for the first few weeks

Group B attends school between 11.30am – 1.30pm.

All children will be admitted over a period of two Weeks. Our admission days are usually a Tuesday and Wednesday.

The children attend for 1.5 hours on the first day. Parents are asked to stay in school with them. On the second day depending on how the child settles parents may leave their child for this short time. The child's time in the nursery will then be increased to 2 hours depending on how each individual child settles.

On week 4 of the Settling-In period both groups will merge and the children's time will be extended to 9.00am – 11.45am.

The next phase within the settling-in period will be preparing the children for the dinner routine and afternoon activities. Again, depending on each child individual needs we would hope to have all children in for the full day 9-1:30 by the first week in October.

(Due to the Covid19 Pandemic, these arrangements may change)

From Nursery School to Year 1

- Your child's transition record will be shared with you at the end of May/ beginning of June .This record will then be forwarded to the primary school. All parents will receive a copy of this report.
- Year 1 teachers from some of the local schools will visit the nursery classes to meet the pre-school children in a familiar setting during the months of May and June and collect their transition reports.

- The nursery staff will contact all primary schools to which the children transfer and arrange to meet with the year 1 teacher or the head of foundation stage to pass on your child's transition record.
- Starting in Late May/ June the nursery children will visit their Primary 1 schools and classrooms. During these sessions the children will meet their new teachers and classmates and have an opportunity to play/carry out activities in their new classrooms.
- Information evenings for parents are generally held in June. Enrolment forms and information booklets are distributed at this meeting.
- During the last term in nursery the children have a 'going to school' topic.' Children become familiar with the roles of different people in their new school and of the different types of activities which they may come across.

(Due to the Covid19 Pandemic, these arrangements may change)

Roles and Responsibilities

School staff

- Encourage independence
- Acknowledge the child's feelings and reassure them
- Keep parents informed of any concerns
- Familiarise oneself with shared information

Parents / Guardians

- Encourage independence
- Acknowledge your child's feelings and reassure them
- If your child is upset ask staff to help
- Give our child positive messages about school
- Trust the staff
- Be in time at the beginning and end of each session
- Take time to read the parent's notice board, letters and newsletters
- Share relevant information with staff throughout the year
- Settling In may take a little while – please be patient

MONITORING AND EVALUATION

Galliagh Nursery School will review the above policy and procedures in the light of any further guidance. The transition policy will be reviewed annually alongside Pastoral Care related policies. Parents are consulted about the above policy and procedures during the Annual Parents Induction Meetings.

Date Policy Reviewed and Amended : 8th June 2021

Date of next review: **June 2022**

Signed: _____ (Chair of Board of Governors)

_____ (Principal)

_____ (Designated teacher)