

## **Transition Policy**

It is policy of Knockbreda Nursery School that parents and children are helped towards a smooth transition throughout the various stages of their education so that the children will feel secure and happy in their new surroundings.

Knockbreda Nursery School will seek to work in partnership with the pre-pre-school settings which feed into the pre-school year and also the primary schools to which the Nursery children will move on to. This will be done in the following ways:-

In preparation for the children commencing Knockbreda Nursery School:

- Children will visit the Nursery School for a play and stay visit.
- Parents/carers will attend an Induction meeting at Nursery School.
- Parents/carers will complete a Pupil Consent Booklet and All About Me booklet; this important information is used by the Nursery staff to aid a smooth start for the pupils.
- With consent from parents/carers, Knockbreda Nursery School staff will make contact with any pre-pre-school providers to seek information and request reports.
- Children accompanied by their parents/carers will attend an individual meeting with their Class Teacher before they begin school with their peers.
- Children will commence Nursery School with a staggered start, in small groups of 13 children.
- The September settling in process will build up to full class size and school dinners using a smooth and calm, phased approach.
- Parents/carers will be invited for a Settling In progress meeting, at the end of their child's first month in Nursery School. At this meeting, parents/carers will receive an individual progress report.

In preparation for P1:

- The teachers provide a 'mini topic' about going to "Big School". They provide appropriate books, stories and rhymes on this subject.



- The Nursery Class Teachers make contact with the feeder primary schools to share pupil information (with parental consent) to help ease the transition process.
- Teachers from the local primary schools are invited to visit the Nursery School and meet their new children.
- The children and their parents/carers visit the “new” school to see their classrooms and teachers.
- Individual arrangements are made for children with special educational needs who transfer to other educational establishments.
- Transition forms are completed by the Class Teachers and with parental consent, are forwarded to primary schools in June.
- The children are encouraged to visit the Nursery School again after their transfer to primary school to keep in touch.

### **Monitoring and evaluation**

This policy will be reviewed and monitored in line with the school’s policy review schedule.