

Transitions procedures and documents

A. Preschool – Primary 1 Transition:

Procedure	Related document
1. Parental consultation meetings to discuss concerns and strategies for school move. (March)	Personal Action plan for Primary School
2. Curricular links in preschool room: opportunities related to story time, circle time, role-play, outdoor play and other areas within room. (May/ June)	Planning
3. Visits from primary teachers to centre to speak to children about school life. (April/May)	
4. In consultation with parents/carers, each child is offered a visit to his/her primary school. The child can choose a friend for this visit. Children can then discuss their visit with the rest of the group and complete a booklet about their new school. (May)	'My Primary School' Booklet
5. Transition Records written by class teacher. (May)	Transition Record
6. Parental consultations meetings to discuss Transition Records and any other issues. Profiles given to parents/carers. (Middle May)	
7. Transition Records are sent to school. (End of May)	
8. Questionnaires to Primary School about transition process. (September). Management team will review these questionnaires and take appropriate action.	Questionnaire for Primary Schools.

B. Transition between rooms:

Procedure	Related document
1. There will be three intakes a year – Aug, Jan, April. However, there will be room for flexibility. The staff team from the current room will discuss which children are ready to move to the next room. This will be done at planning meetings during May, November and February (two months prior to move).	Minutes from meetings.
2. Questionnaire to parents/Carers to express their views about the move.	'Transition to New Room' Questionnaire.
3. Meeting between current and prospective keyworkers. Transfer of profiles. Filling in Transition Forms. Visits arranged.	'Transition to New Room' Form.
4. Meeting with parents/Carers. Both current and prospective key worker will meet with parents to discuss the move. Parents/Carers will receive written information about the new room and will be offered a tour of the room.	'Room booklet'
5. Visits will take place. At least 5 visits, but more if needed by individual children. Parents/Carers can attend the first visit if they wish. The previous keyworker will be present at the first meetings and will gradually allow the new keyworker to interact with children. A brief note will be filled after every visit.	Visit slips.
6. After a month in the new room, the new keyworker will fill a form about how the child has settled into the room. This will be sent to parents/carers along with a questionnaire. Management team will review these questionnaires and take appropriate action.	'First Month Form' 'First Month Questionnaire'

C. Admission and settling-in of new children:

Procedure	Related document
1. Following a request for an application form: * Council procedure for applications and waiting list will apply. * Fee information will be sent to parents/carers. * A tour of the centre will be offered.	Council Procedure for Applications Fee Information
2. When a place is allocated, keyworker will contact parents/carers and offer a 'Home Visit' Written information about the centre and settling in forms will be given out. Visits will be arranged.	'Settling-In Form' Welcome Pack, Consents, Policies, Parents in Partnership Agreement, Eco-Code, All About Me Book. Room Information
3. Visits will take place. At least 5 visits, but more if needed by individual children. Parents/carers will be present at the first meetings and will gradually allow the new keyworker to interact with children. A brief note will be filled after every visit.	Visit slips.
4. During the first few weeks, the staff team will make sure that suitable experiences that fit with the new child's interests and needs are planned.	Planning.
5. After a month in the new room, the new keyworker will fill a form about how the child has settled into the room. This will be sent to parents/carers along with a questionnaire. Management team will review these questionnaires and take appropriate action.	'First Month Form' 'First Month Questionnaire'