

GUIDANCE FOR USING THE INDUCTION MEETING POWERPOINT.



Link in Supporting Smooth Transitions Toolkit	Document	Reception	Nursery	Date sent
School administration documents				
	Home school agreement	✓	✓	
	Photo/Social Media Permissions	✓	✓	
	Permission to take part in local visits	✓	✓	
	Permission for medical treatment	✓	✓	
	Permission for parent/carer communication platform (e.g. 'Parentmail')	✓	✓	
6.1-6.2	Information sharing and parent/carer declaration	✓	✓	
	Parent/carer declaration to claim 15 free funded hours		✓	
	Parent/carer declaration to claim 30 hours		✓	
	Pupil premium information	✓		
	Early years pupil premium information		✓	
	Terms and Conditions	✓	✓	
	School's prospectus, if applicable	✓	✓	
	Dates for parent/carer induction meetings	✓	✓	
	Date and time of home visit	✓	✓	
	Induction timetable for children	✓	✓	
	School uniform supplier, if applicable	✓	✓	
	Information about the school's parent/carer association and local groups/networks for parents/carers	✓	✓	
Information for families				
51.1-53.2	Further support and information for parents/carers	✓	✓	
45.1-45.2	Parent/carer guide to home visits	✓	✓	
46.1-48.2	Hertfordshire libraries leaflet	✓	✓	



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	Local community events being run over the holidays	✓	✓	
	Local parks and places to visit	✓	✓	
46.1-46.2	Life skills for little ones – Starting School or Nursery	✓	✓	
50.1	My child's first day of school	✓	✓	
	Information about the school's social media and website	✓	✓	
	Examples of school dinner menus	✓		
Information for the child				
	Welcome letter from the key person/class teacher	✓	✓	
55.1-55.2	My first visit	✓	✓	
56.1-56.2	The school's version of 'This is my school booklet'	✓	✓	
57.1-57.4	Transition activities	✓	✓	
58.1 & 60.1	Getting ready for school	✓	✓	