

TOP TIPS FOR SETTING VISITS (PROVIDER PERSPECTIVE)



General setting tips

- Make setting visits part of the setting/school culture and expectation with regards to transition.
- If you have not heard from receiving schools, send out an invite detailing appropriate dates and times to visit.
- Consider arranging for all children moving to the same school to be in during the visit even if it not their scheduled day. They could swap a session or come in (possibly just be around) for the hour of the visit.
- Inform schools of who children's key person are and provide a contact email address/telephone number if appropriate.

Before the visit

- Inform parents/carers that their child's new teacher will be visiting with dates and times.
- Ensure everyone in the setting/school is aware that there will be visitors on site.
- Make sure you have all your paperwork or any notes ready to maximise time.
- Ensure all key persons are prepared to talk to the teacher about their children.
- Request that the visiting teacher brings photographs of the environment and examples of the school uniform with them.

During the visit

- Check identity cards of visitors and provide safeguarding information on arrival.
- Introduce children to the teacher and allow time for them to play alongside one another.
- Ensure time is provided for each key person to talk with the teacher.
- Consider identifying the children with a sticker or the name of the school for easy identification for the visiting teacher.



After the visit

- Send any final documentation required to the receiving school.
- Inform parents/carers of how the session went.
- Review transition procedures and make adjustments where required.
- Use small group time and one to one conversations to discuss the visit with the children.
- Visit the children in school after October half-term to see how they have settled.

Remote visits

- Where face to face visits cannot be completed, arrange to complete a remote visit using digital technology.
- Discuss with the school the most appropriate digital platform to use to facilitate this. Ensure the meeting is carried out following the schools/settings safety and confidentiality procedures, as children's individual information will be discussed.