

RECEPTION CLASS ANNUAL TRANSITION PLANNER.

	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
Activities to support transition	<ul style="list-style-type: none"> Ensure provision is set up to reflect the needs of the new cohort Additional home visits completed for priority children Evaluate September transition procedures - invite parental contribution: coffee morning/survey/questionnaire Map out transition events for the new academic year on the whole school calendar 	<ul style="list-style-type: none"> Parent/carer meeting to explain the curriculum Parent/carer consultations (dependent on individual school) Plan Autumn term tour for potential new parents/pupils - who, when, how? Arrange meeting, including SENCO/other professionals, with families of children identified as requiring intensive/personalised support Signpost families to local community events being run during half-term 	<ul style="list-style-type: none"> Arrange follow up meetings with parents/carers/SENCO/other professionals where required 	<ul style="list-style-type: none"> Signpost families to local community events being run over Christmas 	<ul style="list-style-type: none"> Review website and ensure that information and photos are up-to-date Arrange follow up meetings with parents/carers/SENCO/other professionals where required 	<ul style="list-style-type: none"> Arrange meetings with parents/carers to discuss progress Signpost families to local community events being run during half-term
Transition 2023-2024	Access transition surgeries to gather information from specialists to support the needs of the new cohort	Access transition surgeries to gather information from specialists to support the needs of the new cohort Use the transition audit tool to identify any actions to be taken to enhance transition procedures	Reception school applications open		Reception school applications deadline	Access briefings for how to complete the transition level of need tool

	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
Activities to support transition	<ul style="list-style-type: none"> Review time required for PVI visits and inform SLT of any resources implications, e.g. cover for staff 	<ul style="list-style-type: none"> Review allocations confirmed and begin to identify those children for whom you will require additional information to support a smooth transition Send out induction information to new families Receive and review the transition level of need tool for children that are moving to Reception Signpost families to local community events being run over Easter 	<ul style="list-style-type: none"> Use the transition planners (Sections 16, 17, 18, 19) from the toolkit to plan effective transition against each level of need Arrange meetings or home visits with families where children have not attended any previous provider or are from out of county Prioritise transition for children identified with intensive/ personalised needs Book pre-school visits for all children Signpost families to local community events being run during half-term 	<ul style="list-style-type: none"> Visit pre-schools prioritising those identified with intensive/ personalised needs Arrange meetings with relevant agencies/ professionals (e.g. SENCO/parents/carers/Speech and Language Therapists (SALT)) Weekly induction visit timetable for priority children Parent/carer induction meeting Begin the transition process for Reception moving to Year 1 	<ul style="list-style-type: none"> Continue pre-school visits for all children Induction session(s) for all children Home visits completed with priority given to those identified as requiring intensive/personalised support Signpost families to local community events being run over the summer (e.g. library reading challenge) 	<ul style="list-style-type: none"> Send welcome letter to new Reception starters
Transition 2023-2024	Attend train the trainer workshops to support the delivery of effective parent/carer induction meetings	Reception place allocations Receive/gather information from feeder settings/parents/carers using the transition level of need tool	Collate information about the new Reception starters to create an overview to send to HFL Education	Attend HFL Are you ready? workshops to support needs of new cohort Use Supporting Smooth Transition toolkit to deliver parent/carer induction meetings Distribute HFL home school activity packs to new starters	Attend HFL Are you ready? workshops to support needs of new cohort	

