

NURSERY 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 Meetings set up with parents/carers of children identified as requiring intensive personalised support and home visits arranged for late admissions Block time for pre-school visits for January starters in November* and in June/July for those starting next year 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 with families of children identified as requiring intensive/personalised support including SENCO/ other professionals Book pre-school visits for January starters* Signpost families to local community events being run during half-term 	<ul style="list-style-type: none"> Visit pre-schools* Home visits completed for children identified as requiring intensive/ personalised support* Inform parents/carers of important dates for school applications display posters/use variety of communication methods, e.g. social media, website 	<ul style="list-style-type: none"> Inform parents/carers of important dates for school applications display posters/use variety of communication methods, e.g. social media, website 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 Inform parents/carers of important dates for school applications display posters/use variety of communication methods, e.g. social media, website Organise provision for settling in new starters* Home visits completed for children identified as requiring intensive/ personalised support Home visits for all children completed (dependent on individual school)* 	<ul style="list-style-type: none"> Arrange meetings with parents/carers to discuss progress Parent/carer meeting to explain the curriculum* Evaluate January transition procedures -invite parental contribution: coffee morning/survey/questionnaire* Signpost families to local community events being run during half-term Use the transition planners (Sections 16, 17, 18, 19) from the toolkit to plan effective transition against each level of need
Transition 2023-2024	Use the transition planners from the toolkit to plan effective transition against each level of need. 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	Use the transition audit tool , to identify any actions to be taken to improve the transition processes 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 Complete transition level of need tool for every child moving to their Reception class (either in the same/ new school) 	<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 a transition Send out induction information to new families Receive and review the transition level of need tool for children that are moving to Nursery Signpost families to local community events being run over Easter 	<ul style="list-style-type: none"> Arrange meetings or home visits with families where children have not attended any previous provider or are out of county Prioritise transition for children identified with intensive/ personalised needs Book pre-school visits for all children Begin transition processes for children moving to Reception (see Reception annual planner) Signpost families to local community events being run during half-term 	<ul style="list-style-type: none"> Visit pre-schools with priority or those identified with intensive/ personalised needs Pre-school visits for all children Arrange meetings with relevant agencies/professionals (e.g. SENCO/parents/Speech and Language Therapists (SALT)) Weekly induction visit meeting(s) for priority children Parent/carer induction meeting Complete and send transition record for children moving to reception 	<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 Home visits for all children completed 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 Nursery starters
Transition 2023-2024	Attend train the trainer workshops to support the delivery of effective parent/carer induction meetings Complete transition level of need tool for all children moving to Reception	Reception and Nursery allocations confirmed Send transition level of need tool to Reception teachers Receive/gather information from feeder settings/parents/carers using the transition level of need tool	Collate information about new Nursery 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	Attend HFL Are you ready? workshops to support needs of new cohort	

(* if applicable)

