EARLY YEARS (PVI) TRANSITION PLANNER.

	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
Activities to support transition	• Organise provision for settling in new starters • Complete cohort summary sheet • Display school information about next school intake for parents/carers	• Parent/carer consultations (dependent on individual setting) • Arrange meetings with SENCO/other professionals where necessary • Evaluate September transition procedures - invite parental contribution: coffee morning/ survey/questionnaire • Display of where the leavers went • Send letter/card to children in their new school	• Maintain communication with parents/carers • Inform parents/carers of important dates for school applications display posters/use variety of communication methods, e.g. social media, website	• 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 running over Christmas	• 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	• Parent/carer consultations/reports (dependent on individual setting)
Transition 2023-2024			School applications open		School applications deadline	Access PVI briefing on how to complete the **transition level of need tool**

	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
Activities to support transition	• Block time for schools to visit in June/July • Plan for time/budgetary implications around transition e.g. cost to cover staff spending time with teachers/parents/carers/ other professionals • Check that parents/carers who want a place have applied for Nursery place • Attend cluster moderations • Contact schools to find out who to send the transition level of need tool to	• Ask parents/carers to inform setting of the place they have been allocated school place • Signpost families worried about transition to the local family centre • Ask feeder schools to provide transition resources such as book bags/uniform/ transition books • Signpost families to local community events running over Easter	• Prioritise transition for children identified with intensive/ personalised needs • Continue to ask parents/carers to inform setting of the place they have been allocated school place • Set up role-play area using the transition resources from schools • Ensure a selection of books are available that discuss change at an age appropriate level	• Complete and send transition record to new school • Be available for school practitioners to communicate and visit you • Prepare supplementary information to be passed to the school such as additional assessment information or specific targeted plans for children with identified intensive/personalised needs	• Continue to be available for school practitioners to communicate and visit you • Contact schools that have not booked a visit • Signpost families to local community events being run over the summer (e.g. library reading challenge)	• Update website ensuring that all information and photos are current including photos of the setting and staff
Transition 2023-2024	Complete **transition level of need tool** for every child starting school (reception/nursery class)starting school/nursery class	Reception and Nursery allocations confirmed Send **transition level of need tool** to the new schools			Send **transition record** to the new schools by the end of term	