

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 • Conduct home visits, especially for any late admissions • 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 SENCO/ other professionals, as required • Signpost families to local community events being run during school holidays 	<ul style="list-style-type: none"> • Arrange follow up meetings with parents/carers/SENCO/ other professionals where required <p>Reception applications open</p>	<ul style="list-style-type: none"> • Signpost families to local community events being run over school holidays 	<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 <p>Reception applications deadline</p>	<ul style="list-style-type: none"> • Arrange meetings with parents/carers to discuss progress • Signpost families to local community events being run during school holidays

	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
Activities to support transition	<ul style="list-style-type: none"> • Review time required for visiting children at their current EYFS settings or at home 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 • Signpost families to local community events being run over school holidays <p>School place allocations</p>	<ul style="list-style-type: none"> • Plan out transition for individuals and groups of children as required • Arrange meetings or home visits with families where children have not attended any previous provider or are from out of county • Contact feeder settings to arrange visits • Signpost families to local community events being run during school holidays 	<ul style="list-style-type: none"> • Visit children at their current EYFS setting • Arrange meetings with relevant agencies/ professionals (e.g. SENCO/ parents/carers/Speech and Language Therapists (SALT)) • Establish a timetable for children requiring additional visits or enhanced transition • Host parent/carer induction meetings • Begin the transition process for children moving from Reception to Year 1 	<ul style="list-style-type: none"> • Continue to visit children at their current EYFS setting • Induction session(s) for all children • Conduct home visits • Signpost families to local community events being run over the school holidays (e.g. library reading challenge) 	<ul style="list-style-type: none"> • Send welcome letter to new Reception starters

