

# GUIDANCE ON INFORMATION SHARING BETWEEN PRACTITIONERS AS PART OF TRANSITION.



This guidance has been put together to support practitioners working in schools and settings, share information about children, in preparation for them moving onto nursery or reception. This could be operated as a face-to-face group session or scheduled one-to-one meeting.

## Group session

- Arrange a time suitable for all providers to meet.
- Invite practitioners from local settings and schools.
- Provide a suitable space for the meeting to take place depending on numbers of practitioners attending.
- Arrange the space so that practitioners from schools have a spot and that there is a waiting space for practitioners from settings.
- Provide each school with a sign-up sheet so that practitioners from settings can indicate they have information to share.
- Make practitioners from settings aware of where each school is situated within the space so that they can sign up to talk to them.
- Establish a time limit that is appropriate for the conversations.

## One-to-one meeting

- Invite practitioners from feeder settings to the school or to participate in a phone/video call.
- Provide a suitable space to meet such as the classroom or a meeting room.
- Agree a 10–15-minute timeslot with the feeder provider.
- Repeat as required with other feeder providers.