

RECEPTION CLASS ANNUAL TRANSITION PLANNER.



	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
Activities to support transition	- 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	- 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	Arrange follow up meetings with parents/carers/SENCO/other professionals where required	Signpost families to local community events being run over school holidays	- Review website and ensure that information and photos are up-to-date - Arrange follow up meetings with parents/carers/SENCO/other professionals where required	- Arrange meetings with parents/carers to discuss progress - Signpost families to local community events being run during school holidays
Transition 2026–2027	Access transition surgeries to gather information from specialists to support the needs of the new cohort EAST WEST	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 Schools only Schools refresher

	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
Activities to support transition	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	- 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 school holidays	- 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	- 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	- 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)	Send welcome letter to new Reception starters
Transition 2026–2027	Attend Leading an induction meeting session to support the delivery of effective parent/carer induction meetings	Reception place allocations	Attend HFL district information sharing session Receive/gather information from feeder settings/parents/carers using the transition level of need tool	Send transition level of need overview to HFL Education Use Supporting Smooth Transition toolkit to supplement transition procedures Distribute HFL home school activity packs to new starters Collate information about the new Reception starters to create an overview to send to HFL Education Attend HFL Transition Day to support needs of new cohort	Send transition level of need overview to HFL Education	

