

# NURSERY CLASS ANNUAL TRANSITION PLANNER.



|                                  | SEPTEMBER                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | OCTOBER                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | NOVEMBER                                                                                                                                                                                                                                                      | DECEMBER                                                                                                                                                                                                                                                                                | JANUARY                                                                                                                                                                                                                                                                                                                                                                   | FEBRUARY                                                                                                                                                                                                                                                                                                                                                                        |
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| Activities to support transition | <ul style="list-style-type: none"> <li>Ensure provision is set up to reflect the needs of the new cohort</li> <li>Meetings set up with parents/carers of individual children as required</li> <li>Block time for pre-school visits for January starters in November* and in June/July for those starting next year</li> <li>Evaluate September transition procedures – invite parental contribution – coffee morning/ survey/questionnaire</li> <li>Map out transition events for the new academic year on the whole school calendar</li> </ul> | <ul style="list-style-type: none"> <li>Parent/carer meeting to explain the curriculum</li> <li>Parent/carer consultations (dependent on individual school)</li> <li>Plan Autumn term tour for potential new parents/pupils – who, when, how?</li> <li>Conduct home visits, especially for any late admissions</li> <li>Arrange meeting with SENCO/ other professionals, as required</li> <li>Book visits to current EYFS setting for January starters*</li> <li>Signpost families to local community events being run during school holidays</li> </ul> | <ul style="list-style-type: none"> <li>Visit pre-schools*</li> <li>Conduct home visits*</li> <li>Inform parents/carers of important dates for school applications display posters/use variety of communication methods, e.g. social media, website</li> </ul> | <ul style="list-style-type: none"> <li>Inform parents/carers of important dates for school applications display posters/use variety of communication methods, e.g. social media, website</li> <li>Signpost families to local community events being run over school holidays</li> </ul> | <ul style="list-style-type: none"> <li>Review website and ensure that information and photos are up-to-date</li> <li>Inform parents/carers of important dates for school applications display posters/use variety of communication methods, e.g. social media, website</li> <li>Organise provision for settling in new starters*</li> <li>Conduct home visits*</li> </ul> | <ul style="list-style-type: none"> <li>Arrange meetings with parents/carers to discuss progress</li> <li>Parent/carer meeting to explain the curriculum*</li> <li>Evaluate January transition procedures – invite parental contribution: coffee morning/survey/ questionnaire*</li> <li>Signpost families to local community events being run during school holidays</li> </ul> |
| Transition 2026–2027             | Access <b>transition surgeries</b> to gather information from specialists to support the needs of the new cohort<br><a href="#">EAST</a><br><a href="#">WEST</a>                                                                                                                                                                                                                                                                                                                                                                                | Use the <b>transition audit tool</b> , 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 <b>transition level of need tool</b><br><a href="#">Schools only</a><br><a href="#">Schools refresher</a>                                                                                                                                                                                                                              |

|                                  | MARCH                                                                                                                                                                                                                                                                                                                                                                                                       | APRIL                                                                                                                                                                                                                                                                                                                                                                                                                                                   | MAY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | JUNE                                                                                                                                                                                                                                                                                                                                                                                                                                                           | JULY                                                                                                                                                                                                                                                                                                            | AUGUST                                                                                        |
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| Activities to support transition | <ul style="list-style-type: none"> <li>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</li> <li>Plan transition for every child moving to their Reception class (either in the same/new school)</li> <li>See November activities to plan transition for new starters in the summer term*</li> </ul> | <ul style="list-style-type: none"> <li>Review allocations confirmed and begin to identify those children for whom you will require additional information to support a smooth a transition</li> <li>Send out induction information to new families</li> <li>Receive and review the transition level of need tool for children that are moving to Nursery</li> <li>Signpost families to local community events being run over school holidays</li> </ul> | <ul style="list-style-type: none"> <li>Arrange meetings or home visits with families where children have not attended any previous provider or are out of county</li> <li>Contact feeder settings to arrange visits</li> <li>Begin transition processes for children moving to Reception (see Reception annual planner)</li> <li>Signpost families to local community events being run during school holidays</li> <li>See February activities to support transition for summer starters*</li> </ul> | <ul style="list-style-type: none"> <li>Visit children at their current EYFS setting</li> <li>Arrange meetings with relevant agencies/professionals (e.g. SENCO/ parents/Speech and Language Therapists (SALT))</li> <li>Establish a timetable for children requiring additional visits or enhanced transition</li> <li>Host parent/carer induction meetings</li> <li>Provide attainment and other relevant information to the new Reception teacher</li> </ul> | <ul style="list-style-type: none"> <li>Continue to visit children at their current EYFS setting</li> <li>Induction session(s) for all children</li> <li>Conduct home visits</li> <li>Signpost families to local community events being run over the school holidays (e.g. library reading challenge)</li> </ul> | <ul style="list-style-type: none"> <li>Send welcome letter to new Nursery starters</li> </ul> |
| Transition 2026–2027             | Attend <a href="#">Leading an induction meeting</a> session to support the delivery of effective parent/carer induction meetings<br>Complete <b>transition level of need tool</b> for all children moving to Reception                                                                                                                                                                                      | Reception and Nursery allocations confirmed<br>Complete <b>transition level of need tool</b> for all children moving to Reception                                                                                                                                                                                                                                                                                                                       | Send <b>transition level of need tool</b> to Reception teachers<br>Attend <a href="#">HFL district information sharing session</a><br>Receive/gather information from feeder settings/parents/carers using the <b>transition level of need tool</b>                                                                                                                                                                                                                                                  | Use <a href="#">Supporting Smooth Transition toolkit</a> to supplement transition procedures<br>Collate information about new Nursery starters to create an overview to send to HFL Education<br>Send <b>transition level of need overview</b> to HFL Education<br>Attend <b>HFL Transition Day</b> workshops to support needs of new cohort                                                                                                                   | Send <b>transition level of need overview</b> to HFL Education                                                                                                                                                                                                                                                  |                                                                                               |



(\* if applicable)