School transition planning

Ways to support the unique child as they prepare for school

Work with parents to support their child as they prepare for the move to "big school". Encourage them to attend the parent workshops, meetings, and other events organised by early years providers and school.

Share positive stories about transitions and changes with children. Encourage resilience and self-confidence.

Encourage open and ongoing feedback between parents and carers about the child.

Different support will be needed at different times of the year. See our tips below.

**Autumn term**

**Early Years Provider (EYP)**

- Arrange meetings with parents to discuss school transitions
- Encourage parents to visit schools and offer support completing school admissions
- Review policies to ensure permissions are in place to share transition records
- Address any outstanding issues identified in the 2-year-old progress check

**Schools / Teachers**

- Provide feedback to EYPs on transition records received
- Invite EYPs to harvest festival, carol concerts and other seasonal school productions and events
- Consider visiting early years settings

**Spring term**

- Remind parents to apply for school places before the mid-January deadline
- Update parents on their child’s progress during regular catch-up review meetings
- Identify children with SEND and link up with any outside agencies involved with family

**Summer term**

- Contact schools with details of children who will be attending in September
- Schedule time to update your setting’s school transitions document
- Set a deadline for all records to be sent to new schools by end of June
- Invite library team to introduce summer reading challenge to parents and children

**Long summer holiday**

- Identify clubs/sessions that children can attend to maintain routines and independence.
- Provide information for parents to help prepare for the first few days back at school

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