

School Transition Planning – Wales

Children can settle into school life easily, while others take longer. As practitioners it is important to plan for each child’s individual needs. PACEY Cymru have produced this fact sheet which will help you support the children, their families before, during and following this time and includes a planner to help you develop closer partnerships with schools prior to the child’s transition.

Ways to support children starting school

Encourage parents/carers to register their children with the school as early as possible.

Encourage parents/carers to attend the parent meetings, workshops and any other events organised by the school.

Share positive stories and books about transitions and changes with children.

Encourage resilience and self-confidence through activities and experiences in your setting.

Encourage self-care and independence through activities and experiences in your setting.

Encourage open and ongoing feedback between parents/carers about their child as they prepare for the move to ‘big school’. Encourage a dialogue and discuss any issues together.

Share [PACEY Cymru Transitions document](#) with the parents/carers and ask them to pass the completed documents to the school during their visit. Reassure this information will be useful to help their child settle in. Advise the school that the Transitions document has been shared with the parents/carers in order to ask for a copy during the visit.

You will find that the child may need support at different times of the year. For example different school terms present additional challenges with regard to transitions. We have listed some top tips below:

Before applying for a child’s place at school	
Childcare setting	School / Teachers
<ul style="list-style-type: none"> • Encourage parents/carers to visit the Local Authority website for information relating to their child’s admission to school. • Remind parents/carers to apply for school places once more before the deadline – check with your Local Authority for details of deadlines. • Encourage parents/carers to register their children with the school. 	

<ul style="list-style-type: none"> • Offer support completing the school admissions forms if required. • Follow the school on social media and share the information with parents. Share links to the schools website. 	
<p>Before the child starts school</p>	
<ul style="list-style-type: none"> • Encourage parents/carers to visit the school with the child. • Request a copy of the school prospectus. • Arrange meetings with parents/carers to discuss school transitions. • Review policies to ensure permissions are in place for sharing information (see PACEY Guide). • Address any outstanding issues identified, including any additional support required for the child. • Share with parents/carers the Steps to Learning poster in order for parents/carers to continue with the support which you provide and to prepare the child for their transition to school. • Introduce books and resources that will support the child with the transition to school, for example uniforms in the dressing up box, books and stories on starting school or making new friends. • Invite school staff over to childcare setting to meet the children. • Share information of the school nursery/reception class and staff with children and their families. • Share with parents/carers the PACEY All About Me Activity Pack and the resources you will use to help them settle into their new school. • Share the first days at school information. 	<ul style="list-style-type: none"> • Make contact with the childcare settings within the area. Share any dates with the setting. • Encourage parents/carers to visit the school with the child. • Update contact details of the childcare providers in the local area to ease communication and partnership working. • Support the development of collaboration and engagement with childcare settings in your area. • If possible arrange an event and invite the childcare setting or visit the childcare setting. • Invite local childcare settings to sports days as well as end of term concerts and shows. • Prepare a pack of photos and information of the nursery/reception class and staff to share with the childcare setting next term. • Gather information to help prepare for the first days at school - this may include top tips for the children as well as support for the parents/carers/family. • Use the All about me and Transitions document shared by parents/carers produced by the childcare setting to support the child's transition into school and share content with any relevant staff within the school setting. • Follow the childcare setting on social media (if relevant).

<ul style="list-style-type: none"> • Schedule time and prepare the PACEY Cymru Transitions form for each child. • Provide parents/carers with a copy of the completed Transitions Document for their child/children. • Encourage parents/carers to take the Transitions Document along to their meeting with the school. • Invite library team to introduce summer reading challenge to parents/carers and children – encourage parents/carers to sign up. • Encourage parents/carers to use books and resources that will help the child transition from the childcare setting to school. • Encourage parents/carers to buy any uniform early in order for the child to prepare and get used to the uniform, rather than leave it until the last minute. • Direct any parents/carers to information regarding help with funding towards the purchase of school uniform. • Follow the school on social media and share any relevant posts of community events or topics that may be relevant to parents. • Ask to be on school mailing list. 	
<p>1st term of starting school</p>	
<ul style="list-style-type: none"> • Have regular discussions with parents/carers on their child’s progress during catch-up meetings or conversations. • Revisit the PACEY Transitions resources and information as a refresher. • Encourage parents/carers to talk to their child about how they are feeling now they have started school. • Share the resources on HWB and Welsh Government website on 	<ul style="list-style-type: none"> • Continue to refer to the <i>All About Me</i> Activity Pack and Transitions document shared by parents/carers produced by the childcare setting to support ongoing transition into school and share content with any relevant staff within the school setting. • Provide general feedback to childcare settings on the use of transition records.

<p>starting school and 'How is my child doing in the Foundation Phase?' booklet.</p>	<ul style="list-style-type: none"> • Invite childcare settings to transitions meetings for children, families and childcare providers. • Continue engagement with childcare settings in your area. • Invite local childcare settings to sports days as well as end of term concerts and shows.
<p>Later terms</p>	
<ul style="list-style-type: none"> • Seek support from outside agencies for any additional learning needs a child may have liaising with the family and school. • Speak to the child about their ongoing experiences and encourage them to share these with other children in your setting. • Have regular discussions with parents/carers on their child's progress during catch-up meetings or conversations. • Identify clubs or sessions that children can attend to maintain routines and independence in partnership with the parents/carers. 	<ul style="list-style-type: none"> • Continue engagement with childcare settings in your area. • Invite local childcare settings to sports days as well as end of term concerts and shows. • Keep settings informed of any changes. • Contact parents regarding reception enrolment.