



**DIXONS
ALLERTON
ACADEMY**

Policy Documentation

Policy: Transition Policy

Responsibility for Review: Head of Primary
Date of Next Review: September 2014

Transition Policy

Statement of Policy:

Statement of Policy:

The academy is committed to:

- involving all relevant stakeholders in the transition process
- ensuring that every child that we receive has had at least one visit from an academy member of staff to their current setting or home
- modelling an holistic transition process to other early child care providers

The aims are:

- To ensure that children's transition between settings/ year groups is as smooth as possible.
- To ensure that daily transitions (i.e. start/ end of the day) are as smooth as possible
- To ensure children's social, emotional and educational needs are central to any transitions between settings or within the academy.
- To ensure that parents, key members of staff at other settings and key members of staff at the academy are fully involved in the transition process.

Procedures

Transition from Home to Nursery or Reception:

- a) A home visit by 2 members of academy staff to the child's home. This will include a 'get to know you' session with the child and family and allow for initial data collection.
- b) A parent accompanies the child on a visit to the academy prior to the child starting and checks on the administrative details collected so far

Transition from another setting to Nursery or Reception

- a) and b) as above plus:
- c) a member of academy staff visits the child's current setting to both meet with the child and a named practitioner (this may be two separate meetings depending on capacity of setting)

Starting at the academy

Nursery:

- A parent accompanies the child during their first session to nursery.
- A parent meets with the child's key worker during the first week of the child starting in nursery.

- Parents are encouraged to attend 'stay and play' sessions at the start of a nursery session (8.30-9.00 AM or 12.30-1.00 PM).

Reception:

- Children will attend only mornings or afternoons for the first week of school (as agreed by parents and the academy).
- During the second week of school children will stay all day including lunch.
- For the first three weeks (or however long as determined by the academy), parents are encouraged to leave their child without entering the classroom. After this, 'stay and play' sessions will run each morning 8.30-9.00 in the classrooms. Parents are encouraged to come into the classroom and support with their child's learning.

As the academy grows, this policy will be adapted to consider each relevant transition (i.e. foundation stage to key stage 1, key stage 2 to key stage 3)