



# Civitas Academy

## Early Years Transition Policy

### **Vision**

Our aim is to provide an excellent education for all of our children, helping them develop the confidence, skills, curiosity and understanding to grow and progress academically, socially and emotionally. We believe in educating the 'whole child', and our personalised approach to learning means that children are supported, challenged, stretched and inspired in a wide range of exciting learning opportunities through our broad, balanced and engaging curriculum. We want all of our children not just to reach their potential but to exceed our expectations, be the best and 'dare to dream'.

We are a highly inclusive school where everyone is equally valued. Our professional and supportive staff work closely with parents, families, governors, volunteers, outside agencies and the wider local community to bring about the best possible provision for our pupils.

Our school aims to express our school motto in every aspect of our work.

We use a cooperative approach to support children from our rich and diverse community to achieve educational and personal success. We aim to prepare our children for the world by bringing the world into the classroom. We aim to create a safe and secure learning environment in which children are known, valued and motivated to learn.

### **Motto**

'Hand in Hand we Learn'

### **Introduction**

At Civitas Academy we believe that a smooth transition into Reception and Year1 will enable the children to settle and begin to access their new curriculum contents as quickly as possible.

### **Aims**

To ensure a smooth transition for children in the Foundation stage at Civitas Academy from their Early years setting to reception and through to year 1, we maintain consistency in the Early Years Framework and on to the national curriculum.

In order for a smooth transition to take place there needs to be:

- Effective communication between the settings on each side of the transition
- Parental engagement and
- A thorough induction programme.

### **Effective communication between settings**

- The staff at Civitas Academy will meet or speak to each child's setting to enable information and records to be shared. This information will then inform planning for the new term.
- A transfer meeting between the nursery key person and reception teacher will take place in July
- A transfer meeting between the reception teacher and year teacher will also take place in July

### **Parental Engagement**

- Parents of new reception children are invited to an induction meeting with the EYFS Leader and Transition Mentor.
- Parents and children starting in reception are invited in for a stay and play session on the first day of the new school year.
- At the end of reception parents are given the opportunity to meet with their child's year 1 teacher to discuss expectations, concerns and to be given information to support their child through this transition.

### **Starting Reception Transition Plan**

Once the finalised list of children attending reception at Civitas Academy has been received the following things will happen:

- The children will be allocated into one of our 2 reception classes
- The parents/carers will be contacted to acknowledge the school place
- Current settings will be contacted and if possible invited for a visit with the children and keyworker or the teacher and transition mentor will visit the setting with the visit book which shows the children what the school looks like.
- The children will be invited to spend a half day or full day in their new classrooms
- All parents are invited to the school for a new starter meeting where they will receive a new starter pack and given the opportunity to ask questions.
- Parents are offered a home visit which will take place in the afternoon during the first/second week of school
- The first morning in September will be a stay and play session where parents are invited to stay with their children for an allocated time slot.
- From the second day of term the children will spend the mornings in school for the first week and home visit will take place in the afternoons.
- From the second week the children will stay full time and parents are able to spend the first 15 minutes settling the children into the classroom
- From the fourth week parents are asked to have their child line up at the Reception gate.

### **Reception to Year 1 Transition Plan**

In order for the transition from Reception to year one to be as smooth as possible, we start to prepare the children in the summer term:

- Some groups will start to take place in year 1 classroom
- Year 1 teachers spend time with reception children e.g. reading a story
- In July the children attend their new classes for a whole day
- Year 1 classrooms reflect a similarity to reception classrooms as it exhibits areas of learning available to children e.g. role play areas, reading areas and access to an outdoor area
- In July year 1 teachers hold a meet the teacher session for parents.

This process is flexible depending on the child's needs which can be discussed at the home visit or on the 1<sup>st</sup> Nursery visit.

We aim to work in partnership with parents/carers and ask that parents/ carers allow for our professional assessment and advice about settling your child into School.

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