

HOWE DELL SCHOOL

INDUCTION and TRANSITION GUIDELINES

Autumn 2025, to be reviewed Autumn 2027

Intent

- Regular and effective communication between Early Years Foundation Stage Practitioners and Year 1 staff ensures that the needs of all pupils are assessed accurately. Additional, relevant support is carefully planned and put in place quickly
- Well-established Early Years Foundation Stage practices, such as role play opportunities and other child-initiated activities, are continued during Autumn term for Year 1. This helps pupils to develop their language and communication skills well and promotes their confidence and independence effectively
- A key feature of the curriculum is the strong emphasis on developing pupils' personal, social and emotional skills so that they have the attitudes and dispositions for learning as they move through Key Stage 1

Implementation

1) Wrap Around Care

This is offered to any children who attend our Reception setting.

2) Prospective parent tours

Prospective parents tour the whole school led by the Executive Head teacher or a member of the Senior Leadership Team. This provides the opportunity for parents to see the setting in which their children will start their journey through education and ask any questions that they have.

3) Nursery/ Reception visits - booklets

All Nursery children will receive a home visit from a member of staff to support children's transition. Children will be aware of members of staff at school and staff will be able to ask key questions to familiarise themselves with the children before joining Nursery.

All new children attending Howe Dell Reception will have staff handovers through visits/calls to key workers from other settings before children start at Howe Dell. All children attending Howe Dell Reception will be invited to a stay a play session where parents and carers will be able to ask any questions and children will be able to familiarise themselves with the classroom environment.

Home visits will be arranged for those who are attending Reception where appropriate.

Our Induction Day for new parents is on Transition Day in July, with parents invited to meet the Executive Head teacher and other members of the team.

All children attending Howe Dell Reception are invited to our Transition afternoon the children are able to explore their classrooms, meet their new peers and the Early Years team.

During these sessions parents will also be provided with transition booklets with information for new parents.

4) From Reception to Year 1

As well as our whole school transition visits to new classrooms during the summer term, we recognise that children need careful induction into Key Stage 1. As a result, we may implement the following:

- Opportunities for the children to meet all of the staff who will be teaching them in Year 1, both within their current setting in Early Years and in their new Year 1 setting
- Opportunities for the children to familiarise themselves with the indoor and outdoor environments in Year 1 and Key Stage 1
- A review of the whole cohort to ensure the needs of all children are met as they transition to Year 1
- Transition meetings are held between Early Years and Year 1 staff to ensure that all relevant information, such as end of Early Years assessments, are shared and discussed
- Transition booklets for children to take home with details of their new classroom/setting and the adults that will be teaching them

5) In - Year Admissions

- All in-year admissions are allocated through Herts County Council and once notified, the school will contact the parent of children due to start
- Families are given information and forms to complete prior to their child starting.
- Children are supported with their integration in a variety of ways

6) Year 6

Early in September, there is a parents' evening to inform on the following areas:

- Moving to Secondary School; the process and guidance
- Computing and E-Safety information
- Expectations for Year 6 for example homework timetable
- Support available, Interventions and assessment prep
- Key dates and residential organisation

This is evaluated annually, with positive feedback and has been adapted following parental suggestions.

Visits and discussions with secondary schools occur in year 6; for some learners additional visits and meetings are held.

7) Specialist Provision

The induction to specialist provision involves a personalised learning approach which may include:

- Staff visiting a new educational setting prior to transition and/or with a family
- Additional transition visits to new education setting, accompanied if required by a staff member (e.g. Inclusion Team member or 1:1 adult support) if required
- SENCo of new setting to be invited to attend EHCP reviews
- Transition meeting held between Inclusion Team and new setting

8) Inclusion Team

- Transition meetings held between current and new teacher of children with individual needs at the end of Summer term ready for the new academic year, supported by the Inclusion team. All individual files shared with new class teacher and held centrally in the inclusion file
- Transition meetings may be held with parents for children with additional needs prior to them starting their new class
- Parent meetings may be arranged to review transition to ensure child is set up for success
- Team around the child approach for all transitions; meetings arranged with external agencies present for some children with additional needs to support transition
- Resources such as transition books generated by class teacher, supported by the Inclusion team, and passed onto children to be shared at home with parents and in school with child
- Home visits for SEND children new to Reception undertaken in the Summer/ Autumn term by the Inclusion Team and EYFS Lead
- Transition visits undertaken to child's current setting for further observation of SEND needs where required

Linked documentation

- Admissions Criteria (HCC)
- Transition Booklets