

# Greenbank Pre School

## Transition Policy



**Greenbank Pre School**

Edinburgh Greenbank Parish Church of Scotland  
Braidburn Terrace  
Edinburgh EH10 6ES

*SPPA Registration No: 0923*  
*Charity No SCO11325*

# Transition Policy

## 1. Children moving to Greenbank pre School from another pre School Provision

We welcome visits from children and their parents before they start with us, and relevant information about the child's progress from staff at the previous provision

## 2. Moving from an Ante Pre School Place to a Pre School Place within Greenbank Pre School

Children who already attend Greenbank Pre School, in a morning place, will remain in the morning, unless it is the express wish of the parent/guardian for them to move to an afternoon place. This also applies to children who may be delaying their school entry, and remaining at the Pre School for an additional year.

Children who already attend Greenbank Pre School, in an afternoon place, may or may not be offered a morning place. The allocation of a morning place will depend on their position on the waiting list prior to them attending Greenbank Pre School, and the date that they started Greenbank Pre School.

This applies should morning places arise at any time during the academic year.

Consideration will always be given, after discussion between parents and staff, regarding any particular learning or additional support needs of an individual child, and how these can best be supported within the Pre School.

## 3. Moving from Greenbank Pre School to another Pre-5 Centre

Once parents have let us know that their child will be moving to another pre-5 centre we initiate contact with the new setting and offer staff the opportunity to visit our children in their current setting, we offer to arrange a visit to the new setting accompanied by a member of Pre School staff where possible. We pass on each child's latest summative report to the new setting along with any other relevant paperwork.

## 4. Moving from Greenbank Pre School to School

At the time of City of Edinburgh Council P1 intake, Pre School staff gather information from parents on which primary school they have enrolled their child in. We offer parents information on the enrolment process including out of catchment requests or deferral of a P1 place.

Pre School initiate contact with all of the relevant schools and offer all schools the opportunity to visit our children in their current setting. We liaise with each school to ensure our children are included in their transition programme, including visits to classrooms or assemblies accompanied by Pre School staff where possible. We pass on each child's transition report to the school in the summer term along with any other relevant paperwork.

In Pre School we help prepare the children through strategies such as having a "Going to School" theme and hosting a transition lunch where the AM & PM Pre School children stay at Pre School over lunch, eating a packed lunch and changing into gym gear for a PE activity.

Each child who leaves Greenbank Pre School will have a Learning Journal online which we encourage parents to take along to their new provider so that the child can share their old nursery experiences with their new setting. This will also help the staff in the new centre to get to know the child.

This policy will be displayed on the Pre School website.

**All staff and committee members will have a working knowledge of this policy.**

**Date reviewed: January 2018**

**Name Joan Ritchie**