

Greenbank Pre School

Transition Policy



Greenbank Pre School

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

Early Years Scotland membership number 10042
Greenbank Parish Church Charity No SC011325

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 attend Greenbank Pre School will be able to continue their 1140 hours schedule, extending day or morning only choices throughout their ante and pre-school years, provided there is capacity within Pre School.

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 certain circumstances, and with parental consent, we offer Enhanced Transition to school. This involves more visits to the new setting and social stories about the new environment and people they will be with.

Each child who leaves Greenbank Pre School will have an online Journal, which we encourage parents to show 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.

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

Date reviewed: January 2023

Name: Joan Ritchie