

CASTLE DOUGLAS PRIMARY SCHOOL -NURSERY TRANSITION AND LIAISON ARRANGEMENTS

NEW NURSERY CHILDREN

General

Parents who are considering sending their children to this Nursery are welcome to visit at any time with their child to view our provision and meet the staff. It is usually easier to make a mutually suitable arrangement for this. The Nursery teachers are happy to discuss with any prospective parents all aspects of the running of the Nursery. A Nursery handbook which contains up-to-date information about the running of the Nursery is available to view on the school website, with paper copies available if required.

Liaison with other Early Learning and Childcare Providers

During the school year Nursery staff will have opportunities to visit the local partnership Playgroups and Nurseries and private Nursery providers in order to meet any children who will be coming to our Nursery for their pre-school year. At this time there is opportunity to discuss with staff any issues and concerns regarding the children. All new Nursery children are then invited to visit the Nursery as a group during the summer term prior to them starting, in order to begin familiarising them with the Nursery environment. This is normally with their parents and takes place as part of the whole school 'moving up days'. Children for whom we are the first Nursery setting are also invited to visit with their parents at this time, or at other appropriate times during the year. At this time nursery staff will speak to new parents to share information about the routines and day to day expectations of Nursery.

The Nursery will endeavour to maintain links with providers where children are sharing placements.

Initial Entry

The Nursery operates a staggered entry for new children. This normally takes the form of 2-3 shortened sessions in August, the first of which is a one hour visit, usually accompanied by a parent. Children who start Nursery at other times of year normally follow this routine too, although there may be an element of flexibility depending on the child's previous experience.

Liaison with parents/ carers

A Care Plan is completed for each child on entry to Nursery and updated as a minimum every six months at a meeting between parents and the child's key worker.

An Open Evening is held in November each year at which all parents have the opportunity to discuss their child's progress and PLP with their key worker. An end of year Open Evening in June which all staff also attend allows time to reflect on the child's time at Nursery. Other Open Evenings may be held as and when deemed appropriate.

Staff are always happy to discuss with parents any aspects of their child's progress or indeed general Nursery issues. Often this may simply take place at the Nursery door on arrival or at home time. At other times or for more serious issues parents are encouraged to make an appointment with the Nursery Teacher, or their child's key worker. In addition, parents of younger pre-school children have the opportunity to meet with the Nursery Teacher prior to school enrolment, to discuss their child's readiness for school and the options to defer available to them.

Parents who are not involved in bringing/ collecting their child from Nursery are encouraged to maintain contact with staff, either by arranging regular meeting times or through regular phone calls. Attempts are always made to ensure that all parents are aware of activities etc in Nursery through the issue of newsletters and the like. The Nursery notice board is kept up-to-date and parents are reminded to check it regularly. Information is put weekly onto the Nursery blog on the school website and a dedicated Nursery Facebook page.

TRANSFER FROM NURSERY TO PRIMARY ONE

Our aim is always to make all transitions as smooth and stress free for children and their parents as possible. We attempt to provide as much useful and relevant information as possible to receiving teachers and are willing to meet with them to discuss pupils' strengths and areas of difficulty. The following procedures are in place to facilitate transition to Primary One.

Within this school:

During the session the Infant teachers visit the Nursery informally to chat to staff and children and to get a feel of what is going on. More focussed visits take place from January onwards when children are preparing to move on and in particular once classes have been formed.

From January onwards, but particularly in Term Four:

- Nursery and Primary pupils undertake shared cross-curricular interdisciplinary activities such as a project on Scotland

- P1 teachers visit the Nursery at story time to read to the children. The Nursery teacher takes P1 at this time, or this may be during RICCT.
- P1 teachers visit during a Nursery session to work with the children. The Nursery teacher will take P1 at this time, or this may be during RICCT.
- The P1 teachers and Nursery teacher/ key workers will meet to discuss the children and to go through their Assessment Profile/ Personal Learning Plans and pass on any relevant information. Time and cover will be arranged for this.
- Prior to the P1 class visit (see below) the children will visit the P1 classroom in small groups to participate in a variety of activities with the current P1. Examples might be structured play, story time, music and movement. Class and Nursery teachers will arrange appropriate times.
- Nursery staff will arrange a rota with the help of P6 pupils (Buddies) to take the children out to the main school playground during break times. These older children will then know the new children when they start in August and vice versa. (Nursery children wear their yellow waistcoats at this time to be easily seen!)
- The Head teacher will arrange to meet all new P1 parents to deliver school information, tour the school and meet the P1 teachers. This usually takes place in early June during one of the school move-up days.
- The children will spend one morning and one afternoon in their new classroom with their new teacher and classmates. At this time the whole school moves classes and P7 visits the High School.
- During term four and at appropriate times prior to this, Nursery children attend infant class assemblies and are also

- involved in whole school activities such as fund-raising and enterprise days.
- Shared planning across the Early Level curriculum is now a strong feature of our teaching and learning
 - An end-of-year assembly recognises and celebrates the children's time at Nursery

With other schools:

Contact is always made with other receiving Primary Schools and P1 teachers are invited to come and visit their new children in Nursery. At this time there are opportunities to discuss and look at the children's Assessment Profiles and Personal Learning Plans. All relevant documentation is passed on to the receiving Primary School. Nursery Children are frequently involved in a range of similar transition activities at these schools.

Children with Additional Support Needs

These children are fully involved in all the above activities. However, it is recognised that, for these children in particular, the move from Nursery to mainstream school can bring a range of additional issues for all involved. Therefore, Planning meetings between all involved agencies, such as Educational Visitor, various therapists, medical personnel, parents and school staff, will be set up towards the end of the pre-school year, in order that potential issues/ problems can be addressed in good time. A review meeting for September of Primary One will also be arranged at this stage.

Regular meetings will have already been taking place termly during the child's time at Nursery, in order to maintain contact and up-date Individual Learning Plans. Nursery staff work very closely with a range of external agencies to provide the best possible provision for each individual child at Nursery.

Fiona Baird

Updated January 2019

Next update due January 2021