**Alloway Early Years Centre**



**Transition to P1 Policy**



**Aim**

To work in partnership with children, parents and early years practitioners to provide a smooth and effective transition from nursery to Primary 1 ensuring that the children feel happy, safe and secure as they continue to develop as successful learners, confident individuals, responsible citizens and effective contributors.

To continue to build on prior learning by providing a greater continuity of approach to learning and teaching experiences to meet the needs, interests and abilities of our children.

**Objectives**

* To provide opportunities for the children and parents to become familiar with the school and meet school staff, other children and parents.
* To establish trust and partnership with the parents in order to work together to achieve common goals.
* To inform, support and reassure parents in preparations for their child’s first few weeks at school.
* To develop further opportunities to link with local nursery establishments.

**Implementation (role of staff)**

DHT is responsible for the organisation and management of nursery/Primary 1 induction.

**Transition Timetable 2025-2026**

|  |  |  |
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| **Date** | **Task** | **Completed**  |
| Jan 2026 | P1 Enrolment and sorting of applications |  |
| Feb 2026 | Enhanced Transition begins week beginning 17th February 2025, and will continue as these children familiarise themselves with infant staff and environment. Children taking part in enhanced transition with also take part in visits with their keyworkers.  |  |
| Week beginning 26th February 2024 - EYC groups visit P1 with their keyworker to play in the open area.These will continue as these children familiarise themselves with infant staff and the school environment. |  |
| March 2026 onwards | EYC groups continue to visit P1 open area to play on a weekly basis (see timetable) |  |
| April 2026 | DHT to make initial contact and arrange to visit partnership nurseries to meet children who will be attending our P1 classes. These children are invited to come for weekly play sessions in May. DHT will meet keyworkers to discuss individual children. |  |
| DHT to send out P1 induction evening letters  |  |
| DHT and class teachers to arrange P6 buddies for new P1 children |  |
| Buddies to visit children in the nursery and create welcome booklet / card / video for their P1 buddy. |  |
| DHT to meet P1 staff to organise classes |  |
| April / May 2026 | DHT to contact partnership nurseries to arrange visits and dates for their children to play in P1 |  |
| When placing requests are finalised by South Ayrshire Council, DHT in consultation with nursery staff will make up the classes. DHT will arrange induction visits. |  |
| Tuesday 19th May 2026 | Induction evening 6:00-7:00pm – HT/DHT/Parent Council /P1 teachers(give out induction packs) |  |
| May 2025 | DHT will write to each child starting P1 to invite them and their parent(s) to visit the school and meet their teacher for two induction visits. This letter will provide information on classes. |  |
| May/June 2025  | DHT to organise P1 playdates for children attending partnership nurseries.  |  |
| DHT to liaise with EYC staff about attending Assemblies  |  |
| DHT to arrange regular times for P1 class teachers to spend time in the nursery both am/pm and to visit children in partnership nurseries  |  |
| Ongoing  | Continue with informal visits to P1 and assemblies |  |
| P1 teachers to continue to visit nursery |  |
| Tuesday 9th June | Induction day 1 – 9:00-12:00pm (to include lunch for children and parents at 11:20) |  |
| Wednesday 10th June  | Induction day 2 – 9:30-11:30am  |  |
| For 9th / 10th June  | P6 Buddies to give card / booklet during the induction day visit.  |  |
| June 2026 | Staff transition meeting, then a follow up meeting in August |  |
| August 2026 | P1 children start |  |
| P1 teachers to have coffee meeting with parents |  |
| Learning in P1 workshops by P1 teachers |  |
| Sept 2026 | The school holds an open afternoon where parents can visit and see their child’s class at work.  |  |

**Role of Parents**

* Parents should enrol their child for education.
* Parents should bring their child along to visit.
* Parents should talk positively to their child about transition into P1.
* Parents should provide essential information for the school staff by completing relevant forms.
* Parents should speak with the staff on a regular basis to discuss their child’s progress, share information and organisational considerations, and ask any questions.
* Parents should talk to their child about their day and celebrate their successes and achievements.
* Parents should read parent information letters and feel informed and part of their child’s learning.

**Children**

* Children should feel safe, secure and happy in their new setting.
* Children will build relationships with school staff.
* With support, children should understand and follow class routines.
* Children should share their learning experiences with their parents, be aware of their achievements and those of others.

**Paperwork**

Online Enrolment forms

P1 school information form

Medical consent form

Photograph consent form

School meals information

Learning Journals consent form

**Evaluation**

The success of this policy will be reviewed annually, with the views or parent, children and staff will be sought, noted and discussed.

Updated Sept 25 – L. Miller