



## **Transition and transfer to school policy.**

### **Policy statement**

Tiggers aims that each child feels safe and secure within the pre-school, within relevant changes in their lives and their transfer to school.

Any significant changes in a child's life maybe recorded in their Individual Learning Journal.

Examples of significant changes; change of hours/days, change of key person/childminder, shared settings, changes at home(new baby, bereavement, moving house), moving to school.

### **Procedures**

The children and parents are actively involved in the process and their perceptions about transitions are explored and valued.

Reception teachers are invited to spend some time in the Pre-School, to meet and observe the children in their familiar environment. The children will make at least one visit to the reception class at Balcombe Primary School. When possible the teachers meet with the child's key person to talk regarding the child's learning and development. In accordance with the Data Protection Act (1998) parental permission is gained before each child's individual learning journal is passed onto their child's new school.

### **Legal framework**

The Data Protection Act 1998