

## Leaving the E.Y.C.

At the end of the school year emotions will be running high but it is a great time to celebrate.

Reports: Your child's Key Person will write a transition report detailing your child's development in relation to the E.Y.F.S. Curriculum. This is highly detailed and a great example of what your child has achieved. We ask that you and your child read this report and add your own comments. A copy of the report will be sent to your child's new school.

Leavers Celebration: The E.Y.C. hold a Leavers Celebration at the end of the school year where you are invited to come into the E.Y.C. and watch as each child's achievements are celebrated. Parents are given their child's folder and their transition report to keep.

Saying Goodbye: We understand this can be a very emotional time for you and your child as you leave us. Please talk to the staff if you have any worries.

New Uniform: During the summer term you will be given information regarding the school uniform and how to order it. We have sample clothes in the E.Y.C. for you to try.

## Other Information

Application for School: Information regarding how to apply for your child's place in school will be handed to you during the Autumn Term. You are responsible for applying for your child's place. The deadline is usually mid-January.

Touring the School: Please contact the school office (01234 740202) if you would like to visit the school, or come in to make these arrangements in person. Set tours are also published in the newsletter well in advance available online at: <http://www.houghtonconquest.beds.sch.uk/node/32>

Independence: We would encourage parents to support their child's independence ready for school. This can involve saying goodbye to your child at the gate, allowing them to walk into the Centre and hang their coat and bag themselves and let your child dress and undress, including their shoes. Give them an extra 5 minutes to allow for this and you may be surprised at what they can do. These changes will help them with school as they will be expected to change for P.E. and say goodbye at the gate in the mornings.

A new useful document obtainable from Central Bedfordshire: 'Is your Child Ready to Learn?' will come in your offer pack in April.

# Transition to School from the Early Years Centre



## A Guide for Parents and Carers

## What we do

We pride ourselves on our excellent transition process through to Houghton Conquest Lower School. We have developed an extensive programme beginning after Easter that helps the children get to know the school environment, meet the staff and engage in a variety of activities, all aimed to make the move to 'big school' as seamless as possible for your child.

During the summer term, the children are split into small groups supported by E.Y.C. staff and stay in these groups throughout the transition process. They take part in a variety of activities (see opposite) within the school. We try to ensure that your child is 'in session' for these activities when planning them. You will be sent a letter and timetable of the activities before the Easter Holidays.

We work closely with the Reception Class teacher and other staff within the school to pass on appropriate information about your child ready to build on in September.

Staff will report back to you about your child's experience and a display and a daily diary full of photos and comments will be available for you to look at.

## Activities

Tour of the School: In their small groups the children are taken around the different classrooms and places of the school where they will meet the staff and children and get to know the physical environment.

Playtime: The children will join the current school children at playtime in the playground giving them an opportunity to interact and play with them as well as meeting the support staff and any siblings they may have.

Lunch: The children will have lunch (either their normal packed or school lunch) in the school hall with the other children where they will meet the Mid-Day Supervisors and Kitchen Staff.

P.E.: The children will take part in a P.E. lesson in the school hall where they will have to change their own clothes and will try out more specialist sports equipment.

Phonics Session: The children will join the current Reception children and staff for a phonics lesson.

Step Up Day: All of the children spend the day in school with their new teacher. This usually takes place in the second half of the summer term. Please read the newsletter for announcement of important dates.

## Special Educational Needs

If your child has Special Educational Needs, this information will be shared with the relevant staff within the school to ensure the support they receive continues. Meetings can be arranged between yourself, the Key Person and the school, as well as other involved agencies to discuss this.

## Speech and Language

During the summer term we invite parents to allow their child to take part in a speech screening session with a qualified Speech and Language Specialist held within the E.Y.C. This will identify any needs your child may have with their speech and allows us to give guided support before they leave us as well as having the support in place in school for when they start.

## Other Schools

If you are planning to send your child to another school, we are happy for them to be included in our transition process to still gain experience of school life. You may be sent dates from the new school for your child to visit, please let us know when they are.