

Phoenix Integrated Nursery Unit



Home to School Policy

Ratified by Board of Governors:

_____ 20.1.21 _____ (date)

Reviewed: Yearly or as per DE recommended change

Review date: 11.10.23

At Phoenix Integrated Nursery Unit, we believe that children learn and achieve to their full potential when they feel safe and secure in their environment.

We aim to have a happy, caring and safe environment in conjunction with the provision of the Northern Ireland Pre School Curriculum.

As an integrated school we are committed to the principles of integrated education.

1. Faith and Values
2. Child centered provision
3. Parental involvement
4. Social responsibility

The aim of this transition policy is to ensure that all children have a smooth and happy transition from home to Nursery.

Staff from Phoenix Nursery Unit will seek to work in partnership with the pre-pre school settings (Sure Start, Playgroups) which feed into the nursery.

In preparation for the children commencing Phoenix Nursery Unit:

*Prospective parents will be invited to visit the Nursery Unit in December or January for an open afternoon / evening.

*All new parents of children who have accepted a place at Phoenix Integrated Nursery Unit will attend an induction meeting (May/June). To help ensure children have a smooth transition from home to school, parents will be asked to share any information they may feel is relevant. For example, if their child attends Speech and Language Therapy or if they are known to Educational Psychology.

*Children will visit the Nursery Unit for a stay and play visit with their parents/carers in June and again at the end of August.

*Parents will complete information booklets which will contain important information which will help staff build up an initial profile of the child. This information will be used by the nursery staff to aid a smooth transition for pupils. Information will be sent via Seesaw to new parents. Parents will be asked to complete, and return, the information booklets to school prior to their child starting school.

*With consent from parents/carers, the nursery teacher will make contact, via telephone or email, with pre-pre-school providers to seek information and request reports.

*Children will commence Nursery in small groups of between 8 and 13 children. Children's start dates and times will be staggered to ensure the needs of all children are effectively met. Children who are identified as having additional needs may be prioritised (in terms of a starting date) in order to facilitate a smooth transition and help staff assess their needs.

*To promote a smooth transition, staff will be familiar with children's likes and dislikes along with their strengths and areas for development. This will help build a secure relationship between staff and pupils. Staff will also liaise with parents (where necessary) to discuss any concerns about children. For example, for children who are separating from parents or carers for the first time.

*The settling in process will take place gradually throughout September. It is anticipated that all children will be attending nursery for the full session (3.5 hours) by the end of September.

*The nursery teacher will liaise closely with parents (verbally and through Seesaw) to ensure they are aware of how their child is settling in.

*Parents/carers will be invited for a settling in meeting at the end of October. At this meeting parents/carers will receive an individual progress report.

This policy will be reviewed and monitored in line with the school's policy review schedule.