

PRE-SCHOOL / PRIMARY LIAISON POLICY

INTRODUCTION

East Dunbartonshire Council recognises the importance of effective procedures for liaison between pre-school centres and the primary schools to which children will transfer.

RATIONALE

Within East Dunbartonshire Council there are a variety of Early Learning and Childcare Centres including local authority nursery classes and centres, and private and voluntary providers who are in partnership with the authority.

It cannot be assumed that children who have attended Early Learning centres will all make the transition into school without any difficulty

This policy provides a foundation for the development of effective transition arrangements for children moving on to primary education. It acknowledges that Early Learning Centres have links with both local authority and private / voluntary providers of early learning and childcare.

The policy recognises the range of good practice within its Early Learning Centres and primary schools.

AIMS

In East Dunbartonshire, Early Learning Centres and primary schools aim to ease the transition of young children to primary school by:

- Facilitating effective communication between early education staff and school staff;
- Providing parents with information about the liaison arrangements;
- Providing opportunities for the transfer of information which will enable children's learning to be continuous and progressive;
- Involving older primary school pupils in active citizenship by providing opportunities for P6 pupils to take responsibility for younger pupils;
- Providing opportunities for joint training programmes for early years and primary staff;
- Involving early years staff in the primary school induction arrangements.

OUTCOMES

Time Allocation

- The programme of activities will be drawn up each session in discussion with early years staff;
- The programme will be reviewed annually to ensure it continues to meet the needs of our children;
- The programme spans a period from November to October;
- Some aspects of the programme may be adjusted according to the availability of resources and the number of schools / Early Learning and Childcare Centres coming within the liaison arrangements;
- The activities may be augmented if required and enhanced transition planned for individuals identified through our Staged Intervention process;

Staff Development

Needs will be identified through the Professional Development Review process and will be used to inform the planning process including the authority and school improvement plans.

ROLES AND RESPONSIBILITIES:

East Dunbartonshire Council will:

- Provide advice and guidance to Early Learning Centres and schools as required;
- Interpret national advice, set local improvement priorities and monitor implementation of the programme. Central support staff will carry out their responsibility for supporting curriculum and staff development in line with the priorities agreed through the local authority improvement plan.

School / Pre-school Manager will:
<ul style="list-style-type: none"> ▪ Manage the implementation of the policy; ▪ Consult with parents and partner centres / schools in relation to developments within pre-school / primary liaison. ▪ Evaluate the effectiveness of the liaison programme
Teachers / Early Years Staff will:
<ul style="list-style-type: none"> ▪ Work to ensure that policy implementation enhances the smooth transition of children from pre-school to primary school.
Parents / Carers will:
<ul style="list-style-type: none"> ▪ Be encouraged to take an active part in supporting children's transfer to primary school. ▪ Be consulted regarding the effectiveness of the transition arrangements
Pre-school Children will:
<ul style="list-style-type: none"> ▪ Be encouraged to develop a positive attitude and confidence on transferring to primary school.

RESOURCES

East Dunbartonshire Council

The authority will support the implementation of effective liaison procedures by:

- Collating and disseminating good practice

CROSS-REFERENCES:

The Child at the Centre	
National Care Standards	

MONITORING AND EVALUATION ARRANGEMENTS

Schools / Early Learning Centres

Schools will evaluate the quality of primary / pre-school liaison using the appropriate quality indicators contained in How Good Is Our School. Pre-school centres will use the performance indicators contained in The Child at the Centre as well as the National Care Standards. The Evidence of Care and Learning Folders provided to pre-school centres will be a useful tool in the self-evaluation process.

East Dunbartonshire Council

The SMT (Community) will monitor the implementation of the policy across the authority through the Strategic Management Group and Early Years Forum. This information will be used to inform the Standards and Quality report for the Education Service.

In our centre responsibility for implementing this policy is:	
First Draft	Date: 2002/03
Consultation with Early Years Community	Date:
The policy was created on:	Date: 11 February 2005
The policy was reviewed on:	Date: 21 January 2016
Due for review on (not more than 3 years):	Date 2017/18