



East Dunbartonshire Council

KILLERMONT PRIMARY SCHOOL



Pre-school and Primary Liaison Policy

February 2007

AIMS OF PRE-SCHOOL - PRIMARY LIAISON

- To propose a number of simple, practical, small yet significant actions which acknowledge complementary and harmonious association between primary and pre-school children, parents / carers and staff.
- To initiate a number of strategies that will ease the transition of children from pre-school to primary school by supporting the child as a learner and focusing on the child's enjoyment of his / her own development.
- To overcome the sudden changes in pace, expectation and relations with adults that young children can experience on entry to primary school.

Beginning of Events Cycle

OCTOBER

KILLERMONT NURSERY CLASS

Parents' meeting to explain about liaison and what will happen over the year. Local schools invited to join the platform and invited to provide a statement or poster to explain their particular liaison procedures.

Summary of the year plan for liaison given to parents and the chance for them to question and comment on the plan

KILLERMONT PRIMARY SCHOOL

Relevant school staff attend Killermont nursery parents meeting where possible.

LOCAL AUTHORITY

The authority to host an all sector event for Early Years staff.

NOVEMBER

KILLERMONT NURSERY CLASS

Children to walk around the outside of school (assisted by staff and P6 buddies). During the walk the adults should discuss with the children the environmental print eg road signs, street names, local surroundings and their own experiences etc. Take photos for further discussion.

KILLERMONT PRIMARY SCHOOL

Invite the staff and children from nursery to assemblies / events in the primary school.

Parents of pre-school children within local area nurseries invited to see around Killermont Primary (poster).

LOCAL AUTHORITY

DECEMBER

KILLERMONT NURSERY CLASS

Send a Christmas card to local primary schools.

Invite primary 6 pupils to attend / help at Christmas events/parties.

Send a copy of the centre's handbook to local primary schools in preparation for registration.

KILLERMONT PRIMARY SCHOOL

Send local early years centres a Christmas card.

Invite local early years centres to Christmas events (as appropriate)

Send copy of school handbook to local early year centres with registration details.

P6 chn sit with nursery children at eg nativity, escort them to Christmas Fayre, help out at parties

LOCAL AUTHORITY

Information sent to every primary school regarding placing requests. Ensure newspaper adverts are ready for early January for primary 1 enrolment. All schools should have copies of the following forms:

- Registration form for Pre and Ante-Pre School Education;
- Early Entry Form;
- Deferred Entry Form.

JANUARY

KILLERMONT NURSERY CLASS

Children with placing requests may not know before 30 April which school they will be attending. Their reports should be held onto until the parent is informed of the decision. They should then be forwarded immediately to the school concerned.

KILLERMONT PRIMARY SCHOOL

Send information to local early years centres about school registration. Also local shops, surgeries, libraries etc.

Register zoned children for school.

Provide own nursery with a list of children and schools registered with/placing request intentions in order to help staff prepare the children for the school they are going to.

P1 staff update pre-school/primary profiles

LOCAL AUTHORITY

Send information to local primary schools about registration procedures for next session.

Issue registration information and documents.

FEBRUARY

KILLERMONT NURSERY CLASS

Visit Killermont primary school for a guided tour of the school.

Photographs of the nursery should be made into a book and taken by the pre-school children to show the primary school children when they visit the primary school.

Pre-school children to take photos of the school tour so they can discuss them later with the P6 buddies/staff/each other.

KILLERMONT PRIMARY SCHOOL

Give tour of school to nursery children with the help of primary 6 pupils. (Not an induction visit)

LOCAL AUTHORITY

Provide optional in-service training for early years staff on Reporting to Parents.
Arrange in-service training for early years staff on completing pre-school report forms.

MARCH

KILLERMONT NURSERY CLASS

KILLERMONT PRIMARY SCHOOL

LOCAL AUTHORITY

Arrange visit to nursery of the primary 6 children to talk about school. Photographs of specific aspects of the primary school e.g. playground, cafeteria, lollipop lady, assembly, a classroom etc should be taken along.

Plan Induction Evening date.

APRIL

KILLERMONT NURSERY CLASS

A date should be agreed between the Head Teacher of other primary school and the nursery as to when reports should be sent to the Primary School.

Organise Parents' evenings eg letters out.

KILLERMONT PRIMARY SCHOOL

Make arrangements for primary 1 Induction programme.

Inform parents of enrolled children about the Induction programme.

LOCAL AUTHORITY

MAY

KILLERMONT NURSERY CLASS

Killermont nursery staff and other early years staff of enrolled children invited to visit P1 classes.

Parents' evening & afternoon.

Pre-school/primary profile sent out to parents for comment in preparation for passing into school.

KILLERMONT PRIMARY SCHOOL

Enrolled children to observe P1 at work in classes.

Organise some joint P1/pre-school playtimes (groups at a time)

Induction Evening for Parents.

Invite Killermont nursery staff and other early years staff to attend.

LOCAL AUTHORITY

Issue updated list of next session's pre-school and ante-pre-school (August) children to each early years centre.

MAY / JUNE

KILLERMONT NURSERY CLASS

Support primary school induction programmes by attending, where possible.

Enrol for nursery and offer 'Taster' sessions - visits for the children (pre-school and ante-pre-school (August) children) and their parents.

Invite P6 buddies to Teddy Bears' Picnic.

Invite other primary school staff to liaise with staff and visit nursery children enrolled for school.

KILLERMONT PRIMARY SCHOOL

Where possible, existing primary 1 pupils visit nursery to talk about going in to primary school eg uniform, playtimes, cafeteria etc

Invite pre-school children to take part in structured play sessions alongside P1.

Organise visits of P1 teachers to nursery

- P1 teachers – short visits to nursery
- P1/nursery teacher exchange for part of a day
- Enrolled children visit P1 class 'at work' for in small groups
- Enrolled children visit class for 2 x ½ days induction with new teacher

LOCAL AUTHORITY

AUGUST

KILLERMONT NURSERY CLASS

Release Nursery staff, as staff ratios allow. to assist with settling procedures on first few days in primary schools where nursery children are now attending.

Phase new entrants into nursery

Process of completing Pre-school/primary profiles begins when a child starts nursery (this of course could be at any point during the year)

KILLERMONT PRIMARY SCHOOL

Send photographs or drawings of the children in primary 1 to their appropriate early years centre.

Organise dates for parents curriculum workshops.

LOCAL AUTHORITY

SEPTEMBER

KILLERMONT NURSERY CLASS

Arrange for nursery staff to visit the children in their new primary 1 class.

Newsletter exchanged with local schools, other early years centres and shared placements. Continue throughout the year.

Establish P6 buddies.

Timetable areas of the school for nursery use.

KILLERMONT PRIMARY SCHOOL

Invite Killermont nursery staff and other staff members of early years centre staff to visit children who have transferred into primary 1.

Introduce catering staff and lollipop people to P1 children.

Organise lunch time taster prior to children staying for whole day.

Send copies of school newsletter to nursery class, local early years centres and shared placements. Continue throughout the year.

LOCAL AUTHORITY

End of events cycle

OCTOBER

KILLERMONT NURSERY CLASS

KILLERMONT PRIMARY SCHOOL

LOCAL AUTHORITY

Evaluate the previous year's liaison between pre-school early years centres and primary schools and plan ahead for the next year.

