



## **SCHOOL TRANSFER POLICY**

### **Aims**

Berkhampstead School is committed to providing a high quality education to all children moving into the Kindergarten or Reception year from the Day Nursery. Children transferring from nursery education into the main school will have the full support of both Day Nursery and Reception staff to enhance the development of the children. We respect, understand and value the contribution parents make towards their child's learning. We will take steps to ensure a smooth transfer to whichever school or provider is chosen.

### **Objectives**

- For Day Nursery staff to work with the Reception teachers and parents to build a profile of the child's development and needs before the child joins the Reception class.
- To provide parents with information about the Pre-Prep Department at Berkhampstead, before the child joins Reception.
- To provide opportunities for the Early Years staff and parents to discuss their child's progress into full time education and their child's individual development records.
- To provide an Individual Pre-School Child Transfer Record, which will be completed at the end of the Summer term, before they move into school.

### **Operating Policy**

All staff who work with the child will contribute to the Individual Pre-School Child Transfer Record and parents should also be involved.

The Transfer Record includes a comment box for each Area of Learning and a parental consent section. The comments box is important as it gives the teacher receiving the Transfer Record a picture of the child's interests, strengths and personality, as well as their Development and progress. Once parents have signed this record, a copy of it can be passed on to the Reception teachers of whichever school the child will move on to. It is important that this information is discussed prior to the start of the academic year in order to have a smooth transition into the Reception class. It is especially useful and meaningful to teachers, as they plan for the next steps of the child's learning.

### **Moving on to Berkhampstead School.**

Before your child joins Reception there will be a "New to Pre-Prep" meeting where parents will be invited to come along to an Information Session and ask questions of the staff. Parents will receive an information booklet.

Parents will be asked to complete an Introduction Profile for their child and return it to school prior to the start of term.

Throughout the academic year, the Pre-School children (Wise Bears) will attend many playtimes, assemblies, party occasions with the Kindergarten children and staff in order to make friends and for faces to become familiar.

Prior to starting school, parents will be told the name of the class teacher. There are two Reception classes, each with a maximum of 18 pupils. Children will be allocated to each class by age and gender to ensure that there is parity between classes and to ensure a balance of both provision and opportunity.

Parents/carers of children with special educational needs and/or disabilities will be invited to discuss the provision required to identify a specific need.

For any further concerns, staff are available on a daily basis to talk to parents and evening appointments can be arranged if necessary.

**Whichever school your child goes on to, we will liaise and provide all of the information they need to make the transition as smooth as possible.**

Parents who wish their child to attend Berkhamstead Kindergarten from age 3 or Berkhamstead School from Reception age should contact

Ms Sue Watkins  
Head's PA & Admissions  
Telephone: 01242 523263  
e-mail: [admissions@berkhampsteadschool.co.uk](mailto:admissions@berkhampsteadschool.co.uk)

