

SCALLOWAY JUNIOR HIGH SCHOOL

NURSERY ADMISSIONS, INDUCTION AND TRANSITION POLICY

Aims

We follow Shetland Islands Council's guidelines for admission to nursery. We aim to ensure the admission of children is fair, equitable and responsive to the needs and preferences of individual children and their parents/carers. No child will be excluded because of ethnicity, culture, religious beliefs, language, family background, special educational needs, disability, gender or ability.

Admissions

- Information for parents/carers regarding admission is posted in the school and in the local press in February each year.
- During the Registration Week parents/carers are invited to register their child with a Shetland Islands Council Nursery or Partner Provider.
- Forms are available from the nursery, playgroup or Health Visitor.
- Additional information is available from Christine Geldard, Education Support Officer (Pre-School/Early Years)

Induction

- On application to nursery, parents/carers are asked to provide personal details and information about their child and themselves. Confidentiality of information will be respected.
- Parents/carers are given a copy of the nursery handbook.
- Parents/carers are invited to a parent meeting in May / June when nursery procedures are discussed.
- If a child is admitted to nursery, who requires additional support of any kind, an approach is made to parents/carers to meet with a staff member in school to discuss the child's needs more fully.
- If a child is admitted who has significant support needs, approaches will be made to other involved outside agencies to begin the process of consultation.
- Links are made with any previous pre-school providers.

Settling in

- We make arrangements for the child and parents/carers to visit the nursery so that they can familiarise themselves with the group.
- We offer a warm and welcoming environment and ensure each child feels included, secure and valued.
- We deal sensitively with the child's readiness to leave the parent / carer, and the parent / carer's readiness to leave the child.
- We stagger the intake of the new children to the group to help their introduction to the nursery.
- We provide feedback to parents/carers about how their child is coping in the nursery.
- Parents/carers are invited to a parent meeting in September to discuss the Nursery Curriculum and experience / sample a variety of activities reflecting the 3 - 5 Curriculum.

Transition

- We have a timetable of events to assist the smooth transition between playgroup/nursery and nursery/primary 1.
- We make arrangements for children to visit the nursery in term 4 with the playgroup leaders.
- We have a series of joint activities with the playgroup so that staff can familiarise themselves with the children in the playgroup setting.
- We encourage parents/carers of children who are registered for the next sessions to visit the nursery.
- We make arrangements for the child to visit the relevant primary 1 classroom and to meet their primary 1 teacher.
- We pass reports, records of achievement and an assessment profile to the primary 1 teacher.
- We hold an evening session, for parents of incoming primary 1 pupils, at which a handbook is distributed.
- We work in partnership with parents/carers/cares and outside agencies to support the transition process.

Review

This policy will be reviewed in June 2007.