



Waltham Pre-School

Transfer of Records to School/Setting

Policy Statement

Most of our children leave our setting to enter a reception class. We recognise that children sometimes move to another early years setting before they go on to school.

We prepare children for these transitions and involve parents and the receiving setting or school in this process. We prepare records about a child's development and learning in the Early Years Foundation Stage in our setting; in order to enable a smooth transition. We share appropriate information with the receiving setting or school at transfer.

Confidential records are shared where there have been Child Protection concerns according to the process required by our Local Safeguarding Children Board (NELSCB).

The procedure guides this process and determines what information we can and cannot share with a receiving school or setting.

Procedures

Transfer of development records for a child moving to another Early Years Setting or school should include:

- Using the Development Matters in the Early Years Foundation Stage guidance and our assessment of children's development and learning, The Key Person will prepare a summary of achievements in the seven areas of learning and development.
- The record refers to:
 - any additional needs that have been identified or addressed by the setting.
 - any safeguarding concerns that have been identified or addresses by the setting.

The record contains a summary by the key person and a summary of the parent's view of the child.

A copy of this Information is posted or taken to the school or setting in person. A signature of confirmation of delivery is obtained.