

## Manchester Virtual School Guidance for Transition from Pre-school to Reception

Please contact a Virtual School PEP QA Teacher for advice and support at any stage

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Summer	Autumn	Spring	Summer	Autumn – Reception Class Begins
<p><b>Foster Carers</b> can:</p> <ul style="list-style-type: none"> <li>engage children in peer activities</li> <li>help develop independent skills e.g. dressing, feeding, toileting</li> <li>engage children in reading, writing and maths activities e.g. visiting local library</li> </ul>	<p><b>Social Worker</b> to apply for school place via the LA admissions team.</p> <p><b>Nurseries</b> should:</p> <ul style="list-style-type: none"> <li>complete their baseline assessment</li> <li>follow the school readiness guidance</li> <li>support the development of self-care skills</li> <li>introduce structured routines with visual aids to support</li> <li>give individual ‘jobs’ to children</li> <li>encourage positive peer relationships through play, stories and role play</li> </ul>	<p><b>Social worker/carer</b> to accept the school place and inform the Designated Teacher and Manchester Virtual School.</p> <p><b>Nurseries</b> to make contact with the allocated school to begin transition plans.</p> <p><b>Nurseries</b> to share good practice and any additional needs to allow schools to make reasonable adjustments.</p>	<p><b>Nurseries</b> should:</p> <ul style="list-style-type: none"> <li>ensure the Primary Designated Teacher attends the Summer Term PEP.</li> <li>contact the new school’s SENCO and transfer any IEP/EHCP plans as well as any pending referrals</li> <li>complete their baseline report</li> <li>complete the Learning Journey and Early Years transition passport document and upload copies to the ePEP</li> </ul> <p><b>Reception teacher</b> should:</p> <ul style="list-style-type: none"> <li>ensure the Primary Designated Teacher attends the Summer Term PEP.</li> <li>arrange to visit the pre-school if possible</li> </ul> <p>Play sessions and visits to the new school with class peers should be taking place to help familiarise the child with the new surroundings.</p>	<p><b>New school</b> can:</p> <ul style="list-style-type: none"> <li>arrange home visits (where required) to help prepare the classroom for children who need additional support</li> <li>implement a reduced timetable for the first few weeks to allow a settling in period for the child</li> <li>use visual aids and labelled areas to introduce new routines</li> </ul>