## Ready Schools

1. **Supporting smooth transitions introduction**
   This toolkit will support practitioners with the transition process from pre-school to the nursery/reception setting. The toolkit provides advice strategies, to ensure best practice is established.

2. **Unique Child Transition Level of Need criteria**
   A document to provide practitioners with criteria of potential barriers to transition. The rating indicates the type of support a child may need when they start school. This is to be used alongside the Transition Level of Need tool.

3. **Transition Level of Need pathway and guidance**
   A document that highlights key dates, responsibilities and actions, to support the transition level of need processes.

4. **Transition Level of Need overview**
   A visual representation of the four transition levels of need.

5. **Unique Child Transition Level of Need tool**
   A digital tool, which has been developed to collate information of barriers to learning, at the point of transition into school, for individual children. Access the Transition Level of Need tool at [https://www.hertsforlearning.co.uk/leadership-and-management/early-years-improvement-services/transition-project](https://www.hertsforlearning.co.uk/leadership-and-management/early-years-improvement-services/transition-project)

6. **Information sharing guidance, to support transition**
   This outlines how to share information between professionals (schools and PVI settings), in accordance with GDPR and EYFS Statutory Framework guidance.

7. **How to use the Unique Child Transition Level of Need tool – child-level data**
   Guidance on how to complete the Transition Level of Need tool when entering individual child data, and how to collate and send appropriate information to individual schools.

8. **How to use the Unique Transition Level of Need tool – school-level data**
   Guidance on how to collate the information received from the previous provider, to support the analysis of levels of need, and to share the information with HfL/HCC.

9. **Unique Child Level of Need examples**
   A selection of example case study children to support teachers when trialling the use of the Transition Level of Need tool.

10. **Planner to support Unique Child Transition Level of Need**
    A document to outline procedures in supporting smooth transitions for children identified as having varying levels of need at point of entry to school.

11. **What is a transition level of need plan?**
    A document to explain how all professionals and agencies working with the family should meet to support transition into school.
12. **Individual transition plan**
A proforma of a plan which can be used to support individual children with transition into school.

13. **Transition policy**
An example of a transition policy, which schools can adopt or embed into their own policy, to ensure all staff are aware of the importance of best practice when supporting smooth transitions.

14. **PowerPoint for Parent induction**
A PowerPoint for schools to use during the induction for parents/carers. The PowerPoint includes information about EYFS, and activities for parents/carers to engage with during the session. Providers will need to edit parts to ensure it is pertinent to them. **The guidance document will explain how and when to do this.** [https://www.hertsforlearning.co.uk/leadership-and-management/early-years-improvement-services/transition-project](https://www.hertsforlearning.co.uk/leadership-and-management/early-years-improvement-services/transition-project)

15. **Guidance for induction PowerPoint**
A document that explains how to host an induction meeting, how to use and amend the PowerPoint, and which documents to share with parents/carers during this time.

16. **Evaluation form for induction meeting**
A proforma of a parent/carer evaluation, to provide during the induction meeting.

17. **Top tips for using social media**
A document providing schools with ideas to support their use of social media.

18. **Home visit – top tips**
A document to support schools carrying out home visits. Ensure that every member of staff carrying out the visit has accessed a copy.

19. **Home visit policy**
An example of a home visit policy, which providers can adopt or embed into their own policy, to ensure all practitioners carrying out home visits follow the correct protocol.

20. **Home visit – frequently asked questions**
A document to support practitioners in answering any commonly asked questions regarding home visits.

21. **Home visit form**
A proforma for practitioners to use when carrying out home visits, to ensure pertinent information is gathered about the child and their family, to support smooth transitions.

22. **Risk assessment**
A document for schools to use to risk assess home visits.

23. **Previous setting visit form**
A proforma for practitioners to use when carrying out visits to previous setting, to ensure pertinent information is gathered about the child and their family, to support smooth transitions.

24. **Top tips for setting visits**
A document to support providers carrying out visits of feeder settings. Ensure that every member of staff carrying out the visit has accessed a copy.
25. **Guidance for creating the ‘This is my School’ booklet**
A document that explains how to amend the ‘This is my School’ booklet.

26. **Children’s voice activities before transition**
A selection of activities to evaluate how children are feeling about upcoming transitions and to measure how successful current transition are from a child’s point of view.

27. **Children’s voice activities after transition**
A selection of activities to evaluate how children are feeling on completion of transitions and to measure how successful current transition are from a child’s point of view.

28. **Guidance of children’s voice consultation**
A guide to consulting with children and enabling practitioners to confidently use children’s feedback, to inform and adapt provision, in response to their thoughts and ideas.

29. **Transition record (hard copy)**
Current providers complete a transition record for every child moving to a new provider or class. On this version, practitioners are required to fill in details of attainment against the Early Years Outcomes, to be sent directly to the receiving provider, by post or personal delivery.

30. **Transition record (digital copy)**
Current providers complete a transition record for every child moving to a new provider or class. On this version, practitioners are required to fill in details of attainment against the Early Years Outcomes, to be sent electronically through a secure email system. Find this document on https://www.hertsforlearning.co.uk/leadership-and-management/early-years-improvement-services/transition-project

31. **Coping with incontinence**
A document providing settings with guidance and legal requirements when supporting a child and their family with incontinence needs.

32. **Reception class transition planner**
An annual transition planner to help practitioners to plan for transition across a 12-month period.

33. **Nursery class transition planner**
An annual transition planner to help practitioners to plan for transition across a 12-month period.

34. **PVI transition planner**
An annual transition planner to help practitioners to plan for transition across a 12-month period.

35. **Transition audit**
An audit tool for practitioners to use, to reflect on their current transition processes and to adapt their practice where identified, to support smooth transition for every child.
Ready Families

36.  
**I am starting school leaflet**
A leaflet to share with parents/carers during the induction meeting, which outlines HCC guidance on school readiness.

37.  
**Here I come booklet**
A document to share with parents/carers during the induction meeting that outlines HCC guidance to school readiness.

38.  
**Parent guide to home visits**
A document to provide parents/carers with information regarding home visits. Ensure these are included in the admissions pack or induction pack, for parents carers to reference prior to the visit.

39.  
**Early years libraries leaflet**
Information to include in the parent/carer pack, to encourage families to join the local library.

40.  
**Book list, to support transition**
A list of children's story books, which can be included in the parent/carer pack.

41.  
**My first day of school**
A leaflet to give to parents/carers at the induction meeting, providing them with information about the first day of school.

Ready Child

42.  
**My first visit leaflet**
An activity leaflet to be given to children on their first visit to the school.

43.  
**This is my school**
A booklet for children to take home prior to starting the new setting, which includes photos and information pertinent to them.

44.  
**Transition activities  1) All about me bag  2) Treasure hunt  3) Family mobile**
An activity leaflet to be shared with children and their parents/carers during their induction sessions, for ideas of things to complete at home. Examples and resources need to be prepared by practitioners in advance and are detailed on the leaflet.

45.  
**Getting ready for school leaflet**
A leaflet that is aimed at children and gives a range of practical activities for them to practise in the summer holiday, to support them to be ready for school.