



He Whānau Manaaki o Tararua
Free Kindergarten Association Incorporated

Date Effective: August 2020
Review Date: August 2022

Transition to School

Responsible to:	Senior Teachers, Chief Executive Officer
Applies to:	All Teachers
Purpose:	To ensure that the transition to school process is a positive experience for children and their whānau.
References:	<ul style="list-style-type: none">• Licensing Criteria for Early Childhood Education and Care Centres 2008• Early Childhood Regulations 2008• MoE Funding Handbook

Policy

1. Teaching teams will provide support for parents/whānau/caregivers through the transition to school process.
2. Each kindergarten will develop their own set of procedures for Transition to School to accompany this policy. These procedures will be developed in consultation with the community and, where possible, the local schools, and will aim to meet the unique needs of the children and the community.
3. Teaching teams will facilitate opportunities to develop and maintain positive and open relationships with the schools which serve their kindergarten community.
4. Where individual kindergarten's procedures include a kindergarten teacher taking children on visits to school, this will be treated as an excursion/short trip and all relevant regulations and safety procedures must be adhered to.
5. In some cases, the local school teacher, or another parent, may come to the kindergarten to collect children for a school visit. In this case, written permission specifying dates and times of visits, must be obtained from the child's parents/whānau/caregivers for the kindergarten teachers to release the child into the care and responsibility of the school teacher or parent.
6. Children with special needs or abilities, and their parents/whānau/caregivers, may require extra or specific support for the transition to school process. Teaching teams will aim to support the child and parents/whānau/caregivers and ensure the specific needs of this child are met in the transition to school process.

Procedures

1. Teachers will develop procedures for the transition of children from kindergarten to school. These procedures will be developed and reviewed in consultation with the community and, where possible the local school, and will aim to meet the unique needs of the children and the community.
2. These procedures will acknowledge the individual needs of the child.
3. Where individual kindergarten's procedures include a kindergarten teacher taking children on visits to school, this will be treated as an excursion and all relevant regulations and safety procedures must be adhered to.
4. Teachers will develop relationships with the schools their children will attend and provide information from these schools to parents.