

Collaton St. Mary C. of E. (V.A.) Primary School

Starting School policy

RATIONALE:

We aim to make the transition from pre school to school, as smooth as possible. In doing this we must make our first priority the establishment of good communication links between home, school and child, by close contact in assessing and planning for every child's abilities.

PURPOSE:

1. To provide:
  - opportunities for dialogue between school, pre school groups, support agencies and others as necessary
  - a supportive framework for children and their families as they start school life
2. The school will:
  - recognise the importance of pre school learning and build from the information shared with school
  - give parents information about the policies and practices of the school
  - initiate a system of induction for children starting school and their families
  - create close working links with Collaton Playgroup, exchanging information and curriculum expertise as well as continuity with a system of visits to and from the "Rising 5" group
  - seize opportunities for the Playgroup to spend time in school for visits, performances etc.
  - encourage parents to be involved in
    - their children's learning
    - working in school as volunteers
    - the PTFA
    - the Church community
  - use the Devon Baseline Assessment system to assess initial strengths and weaknesses of each child

## GUIDELINES

1. All prospective new parents will receive the offer of a guided tour of the school, by the Headteacher/Deputy.
2. Offers of places will be in accordance to the published admissions policy, which will be sent to each family requesting an application form.
3. Offers of places will be made
  - in May - for September and January intakeso that all applications can be assessed together.
4. On offer of a place, each family will be informed of the date(s) and time(s) of meeting(s) with the Reception teacher, in which school policies and practices will be explained, and other documents distributed, such as the latest prospectus, data checking sheet, and other starting school booklets, such as ways of supporting the children in their learning.
5. The new intake will start their school life as half time for the first two full school weeks. They will finish at 12.00.
6. The school will follow the accredited Devon Baseline Assessment scheme and the procedures involved in it. Evidence will be gathered from pre school experiences, parents and during school for the first seven weeks of school life.
7. The Reception teacher will meet the parents of each new child within the first term of their entry to discuss how the child has settled and their Baseline Assessment. This will also involve setting of learning targets for the child based upon the levels of assessment.
8. If required, parents or those with parental responsibility, are encouraged to have a continuing dialogue with the Reception teacher in the early weeks, at the end of the school day.
9. The families of new children will be welcomed by the Church community at a Welcome Service, usually held on the 4th Sunday of their first month at 11.15 a.m.
10. A written report highlighting strengths and area for development will be sent home in early July.
11. Parents of new children are encouraged to bring them into the classroom for the part time weeks and the first two weeks of full time learning in order to help their children to be content. Normal entry rules follow after that.

Date: January 1998 (review of June 1992)

Date for review: January 2001