

# Whangarei Heads School



## Transition to School Procedure

### Rationale:

To ensure all whānau and especially new students are made to feel welcome at Whangarei Heads School. Whanaungatanga.

Children are not required to start school until their 6th birthday in New Zealand, however they are also not able to start school before their 5th birthday. The purpose of pre-school visits is to help provide a smooth transition to school, to support the whanau to be comfortable in the school setting, and to have a happy and settled start to school. Additionally it allows time for the school team to assess any child's needs and making any necessary adaptations to the programme to meet those needs.

### Process:

First contact is often made through the school office administrator. But the actual arrangements for school visits falls within the role of the New Entrant / Reception Class teacher.

We have a shared document to hold all information about pre-enrolled students. This is to be maintained by both the office administrator and the New Entrant / Reception Class teacher.

New Entrant children will have 3 Pre-School Visits from 9-11.20 over 3 consecutive weeks.

- Visit 1; Fully parent supervised with the parent to remain in class.
- Visit 2; Parent can stay in class up to 9.45, when they can head up to the office and meet with the Principal for a coffee and chat
- Visit 3; Parents drop their child off no later than 8.50am, for an independent visit.

All visits require the parent to supervise their child during morning tea (from 10.40 to 11.20). This allows the children to mix and make connections with new friends, but to be safe in the playground.

Visits will occur on a Wednesday and will begin 3 weeks from the child's start date.

This will be negotiated by the Reception/New Entrant class teacher for children who do not pre-enrol with sufficient notice for 3 week visit or for those children with special needs that require a specialised transition. This will be arranged through the Early Intervention team.

The New Entrant / Reception class teacher will ensure that all families are contacted now later than 5 weeks prior to their intended start date about the dates for the visits.

We value our ECE providers and encourage group visits as part of the transition process. For consistency for the class we ask that these visits are also kept to a Wednesday.

The Reception class teacher will ensure that they visit local ECE providers at least 2x in a school year. Negotiate the release for this with the Principal.

If a child is reluctant to stay, the parent will provide written permission for the New Entrant / Reception class teacher to hold their child as they leave. We will not restrain any child.

**Should the Reception Class teacher make any changes to this process for Transition they need to inform the office administrator and Principal**

# Whangarei Heads School

## Transition to School for Parents



Welcome to Whangarei Heads School. If you are a new whānau to our school community, nau mai, haere mai, mihi mai. Welcome.

Children are not required to start school in NZ up until their 6th birthday. However we are unable to start children before their 5th birthday. The purpose of the pre-school visits is to help you and your child become familiar with the school environment and have a successful start to school. We acknowledge that this is both an exciting, but also challenging time for parents and caregivers.

Your child will have 3 Pre-School Visits from 9-11.20 over 3 consecutive weeks.

- Visit 1; Fully parent supervised with the parent to remain in class. This is a great chance for you to see our Play Based learning environment in action and to ask questions
- Visit 2; Parent can stay in class up to 9.45, when they can head up to the office and meet with the Principal for a coffee and chat. This allows us to answer any questions you may have about Whangarei Heads School.
- Visit 3; Parents drop their child off no later than 8.50am, for an independent visit. This will give your child a taste of what the school day will be like.

All visits require the parent to supervise their child during morning tea (from 10.40 to 11.20). This allows the children to mix and make connections with new friends, but to be safe in the playground.

Visits will occur on a Wednesday and will begin 3 weeks from the child's start date.

### Setting up for success

It is often best to ensure that you drop your child to school between 8.15 and 8.50. This will allow a relaxed settling into school for your child, and a chance for you to discuss any questions or concerns with the teacher prior to the day starting at 9am.

When it is time to leave we advise a quick hug and then goodbye. We often find that once the parent has gone the child is able to settle into their day. We will call or contact you via dojo if they do not settle. No one wants an upset child.

Teach your child self management skills like looking after their own belongings. This helps with developing independence and can translate directly into learning.

Help your child to understand their emotions and what they can do should they be upset, angry or annoyed. If they know how to self-regulate and what works to help them return to being calm, we can work with them.

We hope you have a successful transition to school

The team at Whangarei Heads School