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Transfer of records to school

We recognise that children sometimes move to another early years setting before they go to school, although many will leave our setting to enter a nursery or reception class.

We prepare children for these transitions and involve parents and the receiving setting or school in this process. We prepare the child's Evidence me learning journal and write a report looking at the child's seven areas of learning. and share appropriate information with the receiving school or setting at transfer.

This is all sent via EGRESS

Confidential records are shared where there have been child protection concerns according to the process required by the local safeguarding children board.

The procedure guides this process and determines what information we can and cannot share with a receiving school or setting.

Records are also shared with the School Senco to which the child is moving on to and a Transition form completed and a meeting arranged by the preschool's Senco to the next setting.

Procedures

Transfer of records for a child moving to another early years setting or school:

- Using the Developmental Matters in the EYFS guidance and our learning journeys of the child's development and learning, the key person will prepare the journal.
- This will also include any other information necessary, such as additional languages, individual developmental plans and any statement of needs.
- Parents can access Evidence Me if they request their own download; permission can be gained from the lead practitioners.

Transfer of confidential information

- The receiving school or setting will need to have a record of any safeguarding or child protection concerns that were raised in the setting and what was done about them.
- A summary of the concerns will be made to send to the receiving setting or school, along with the date of the last professional meeting or case conference.
- Where welfare concerns have been raised, the name and contact address of the lead professional will be passed on to the receiving school or setting.
- Where there has been a section 47 investigation regarding a child protection concern, the name and contact details of the child's social worker will be passed on to the receiving setting or school, regardless of the outcome.

- This information is posted securely using Egress, or taken to the school or setting in person, addressed to the setting or school's designated person for child protection and marked as 'confidential'.

This policy was updated in May 2023 and will be reviewed in May 2024