

## Transition Events - Frequently Asked Questions

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## FAQs for both schools and early years settings

### **Where can I find information about the Transition Events?**

There is a web page on the West Sussex website dedicated to early years transitions - [Early years transitions - West Sussex County Council](#). From this page you can access transition guidance and information about the Transition Events - [Transition events - West Sussex County Council](#).

### **What is the purpose of the Transition Events?**

These events are designed to give schools and early years settings the opportunity to meet, soon after school places are allocated, to give a brief overview of all of the children due to start school in September to inform the school's transition planning. This will then lead on to additional transition activity – such as visits and events for children and families.

Settings and schools can also discuss any children that will need a more supported transition and arrange a time to discuss and plan when they can meet, with parents and other professionals involved, to plan these transitions in more detail.

### **Who needs to attend the event?**

For schools, the events should be attended by teachers who will be working in Reception Class the following year. It is ideal if there is at least one practitioner per class attending. Some schools will also send their SENCO and Teaching Assistant as well. When booking, please book a place for each member of staff to support us in timetabling the events.

For settings, the events should be attended by a practitioner who is able to talk confidently about the children being discussed. If you have a large number of children transitioning, you may wish to send more than one practitioner to support the timetabling of the events.

Please make sure that each practitioner who is attending is booked onto the event. If you have a pre-school and a school setting on the same site, please make sure that your booking makes clear which setting/school each practitioner is representing.

### **Do we only discuss children with SEND?**

Transition Events are designed to give an overview of **all** children moving on to school. There is not sufficient time and it is not the right environment to have the discussions required at these events for children who will need more transition support. At the Transition Events, settings and schools should identify children who will need a more supported transition and make plans for further meetings in a more private environment involving parents, with input from other professionals who know the child and plan the additional support that they will need. This is not possible at these Transition Events.

### **How do I book on the events?**

Practitioners from schools can book their place at [Training & Events | West Sussex Services for Schools](#).

Practitioners from early years settings can book their places via the [Learning and Development Gateway](#).

We are encouraging schools to book onto the events in the autumn term but the bookings will remain open after this. Settings can book at any time but we will be encouraging settings to book in the spring term, once the school bookings have been confirmed. This is to support the setting to know which events(s) they need to attend to see their feeder schools.

### **Can I attend more than one event?**

It is helpful if schools only attend one event, unless they have a large cohort and have children coming from a wide geographical area. We request that schools attend their nearest event if they can make that date and if there is availability. If this is not possible, schools should book onto the next nearest event with availability.

Settings may need to attend more than one event to ensure they meet with all the schools their children will be attending.

### **Will parking be available at the venue?**

We have tried to find venues with parking either onsite or nearby and information is provided about the parking arrangements but please allow time for parking and getting to the venue as we cannot guarantee the parking arrangements on the day.

### **Will there be Wi-Fi at the venue?**

Some of the events will have Wi-Fi available. Where this is possible, the information about how to access it will be available on the day at the venue.

### **Will refreshments be provided at the event?**

Some venues are providing refreshments or have a café where you can buy them, but we recommend that attendees bring a drink and snack with them if they think they will need this at the event.

### **How do I know what time to arrive?**

Please plan to attend for the whole event but nearer the time you will receive a timetable with your appointment booked in which will give you more information about the times you need to be at the event.

### **Can I arrive at the event without being booked on?**

The events are carefully timetabled to allow settings and schools sufficient time to discuss all the children transitioning. For this reason, it is **not** possible for schools and settings to arrive without having booked onto the event. All schools and settings need to book onto events in plenty of time to support the planning of the events and the booking of appointments.

### **What do I do if I need to cancel?**

The events take a lot of planning and schools and settings attending the events make a commitment to them. Therefore, as a professional courtesy to those involved, we request that schools and settings make every effort to send an alternative practitioner. If there is no option to send someone else, please give

as much notice as possible that you will not be attending to avoid wasting the time of practitioners waiting to see you.

**Is there a time restriction for conversations with individual teachers?**

The events are timetabled to allow a discussion of about four minutes per child. This should be sufficient to share the key information and arrange further conversations if needed. Taking longer than your allocated time will impact on the timetable for the events and other settings waiting to see a particular school.

**Do I need to attend if I already have other transition visits planned?**

Transition Events are designed to give a brief snapshot of each child. Feedback shows that schools and settings value this chance to discuss children without the children being present and that attending these events saves practitioners time contacting the schools/settings individually. We recommend that all settings and schools attend these events as well as engaging in further transition activity.

**Is there a limit to the number of teachers/practitioners can attend?**

The venues will have a maximum capacity, but as long as that is not exceeded, settings and schools can send as many practitioners as they can release. If venues become full, we will look at putting on additional events.

**FAQs for schools only**

**How do I know which settings are attending each event?**

While schools need to attend one event, early years settings may need to attend more than one event so that they can speak to all of the schools their cohort is feeding in to. For this reason, we ask schools to book onto events before the early years settings.

The list of schools booked onto the events will be added to the [Transition events](#) webpage at the end of the autumn term, and the list of settings booked on will be added in the spring term.

**My school is hosting an event, do I still need to book on?**

Yes, all practitioners attending need to book onto the event to support with the timetabling of the event. If you don't book on, you won't be included in the timetable and there may not be space for you at the venue.

**How do I know which child I need to discuss with each setting?**

Our team will match the school places offered with the settings they currently attend and use this to plan a timetable to allow you sufficient time for a brief discussion about each child.

**What information will I gain about children at the events?**

The settings will complete a Transition Event Record form which gives key information about children including personal details, their access to early years provision, friendships, strengths and interests, particular areas to highlight, vulnerability factors and what sort of transition will be needed. Practitioners are likely to be able to share additional information about the children, as long as they have the time allocated, but if there is very specific information that you

require that they had not expected to be asked, they may need to share this with you at a later date.

## **FAQs for early years settings only**

### **How do I find out which schools are attending?**

We will be inviting schools to register on the Transition Events in the autumn term and in the spring term, the list of schools booked onto the events will be added to the website. This will enable settings to book onto the events to see schools where they have children transitioning.

### **I'm not sure which schools my children will be attending yet, or which settings my children will be coming from, can I book on later?**

Late bookings make it difficult for planning the events. We request that schools book in the autumn term. This will enable settings to book onto the events in the spring term, based on where they expect children in their setting to be attending. Adjustments to bookings can be made once the schools places offered are announced.

### **What written information do I need to bring?**

Settings should complete the Transition Event Record paperwork on the West Sussex Website which has been reviewed by schools and settings - [Transition events - West Sussex County Council](#).

### **Do I need to still attend if I don't have many children going to the schools that are attending the event?**

It benefits both schools and settings if all schools and settings are represented at the events. If you have less children to discuss at an event, we will endeavour to plan the timetable to enable you to attend for a shorter amount of time.

### **My setting is part of a school, do I still need to book on the event?**

Yes, to plan the events we need to know which schools and settings are attending and how many people from each will be attending. If the early years setting and school are both attending, particularly if you operate under the same name, please make it clear when booking if the practitioner attending is representing the school or setting.

### **What happens if a child in our setting is offered a place at a school I hadn't expected and the school is attending an event that we are not booked to attend?**

If this happens, please contact [early.years.training@westsussex.gov.uk](mailto:early.years.training@westsussex.gov.uk) who should be able to allocate you a place at the event. Alternatively, you may wish to make contact with the school directly to discuss the child.