**My Transition to School Passport – Quick Guide**

Transition is a process rather than a one-time event and the Transition Passport is designed to be one tool to support the smooth and effective transition of children from their early years setting into school.

The Transition Passport is an inclusive document and can be used for all children in any setting.

It should capture the knowledge of the child’s key person as well as the views from the child and their family so a holistic picture can be given to the receiving school.

**Completing the passport**

* Reflect on the child – what are the key points you think the school needs to know?
* Consider: what will make most difference to the child if the receiving school knows this on their first day?
* Ensure the passport is positive – every child is unique and has strengths and interests as well as areas for development
* Be honest and clear where support is needed. Think about phrases such as: With support, sometimes, when his key person is with him, would benefit from more opportunities to, with adult help
* You could include strategies and comforting/calming techniques which work well in your setting
* Share the passport with families to encourage them to contribute as well
* Plan a range of ways families can contribute, eg. emailing in their thoughts to print and be included, writing in the Passport during an open afternoon, 1-1 time etc
* Include details of other professionals who are involved with the family so the school is aware of who else may have useful information to share with them
* Remember to complete the back page – the characteristics of effective learning and the best fit bands of development
* You may want to consider adding a section about the child’s lockdown experiences and how they managed when re-joining the setting again.
* A couple of sentences in each section – along with the family and child’s input - can paint a really clear picture of a child, it doesn’t need to be lengthy!

**Reminders:**

* The transition passport can be downloaded and printed from <https://eycp.essex.gov.uk/the-early-years-foundation-stage/how-do-i-become-an-outstanding-practitioner/transition/>
* Ensure parental permission is in place to pass on the Transition Passport to school
* If you complete the passport electronically ensure you have a named person email address to send the passports to, to ensure security of information
* Allow sufficient time to receive information back from parents
* Contact the school(s) to arrange collection/delivery of printed passports
* If you or the school use an alternative document there is no need to complete the Passport as well