

Transition to preschool timeline

A timeline of suggested tasks has been developed to support public preschools plan for transition. Use the table below as a guide to support your transition to preschool planning. Timelines can be adjusted to suit the school context.

Term 1 – evaluate and review current practice

- Evaluate current transition practices using feedback collected from children, families, educators, key staff and contacts and use to inform planning decisions and procedure review.
- Review Enrolment and Orientation procedure.
- Establish the transition to preschool team (key school staff to join preschool educators) and schedule regular time to evaluate, assess and plan for Transition to preschool.
- Create action plan and allocate responsibilities.
- Identify who in the transition team (or school) will process new enrolments and health care plans as they come in at various times throughout the year.
- Connect with local preschool network, early childhood education and care services, Aboriginal Education Consultative Group (AECG), community health and cultural groups to identify and begin planning for children and families who will require additional support.
- Advertise when Expression of Interest to enrol in a NSW public preschool (EOI) will open (EOIs to open in Term 2) and promote in all school communications.

Term 2 – implement action plan and contextualise transition resources

- Review (or create) a calendar of events for families to promote in all school communications.
- Print copies of the Expression of Interest to enrol in a NSW public preschool (EOI) for families (English and translated).
- Develop a risk assessment for the upcoming orientation visits.
- Review (or develop) social narrative (universal/individual), preschool handbook and orientation packs.

Term 3 – review information to further inform transition planning

- Convene enrolment panel to review EOIs and make enrolment offers. Families offered a position will then complete the [Application to enrol in a NSW public preschool](#).
- Review information from families (enrolment, interviews, 'All about Me') to inform transition plan and flexibly adjust as required (including environment and learning experiences).
- Contact child's current early childhood education and care service (with permission from parent and as required) to connect with child's current educator to plan strategies to support a smooth transition between settings.
- Collate information on individual health needs, consult with health professionals and review documents (such as paediatrician and speech therapist reports), and develop, review or adjust risk assessments as required.
- Prepare documentation for Access Requests/Integrated Funding Support (IFS), including meeting with allied health services.
- Advertise the preschool orientation sessions using the school website, social media and local community.
- Host a 'meet the preschool team' event inviting families to the preschool (for example, morning tea, BBQ/picnic, stay and play session).
- Invite families and children to attend a whole-school event such as Book Week, Education Week or P-2 Sport Day.
- Collaborate with local community groups and support services (as required).
- Schedule interpreting services to attend upcoming orientation sessions (if required).
- Prepare information [session](#) for families.
- Deliver information session for families.

Term 4 – continue to connect with families

- Review health care/medical information if planning to serve food at an orientation session.
- Host orientation sessions in the preschool for children and families.
- Connect families to school communication platforms (as required).
- Share start dates with families and reminders for any outstanding documentation.
- Liaise with school administrative team to collate data for quick references (for example, authorisations, transportation, safe arrival).
- Discuss with families the purpose of Transition to School Digital Statement (TTSDS) and gain parental authorisation.
- Seek feedback from families, children, preschool transition team and school staff about the transition practices and orientation visits to inform future planning.

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