



Cymru
National Day Nurseries Association

Factsheet

Transition and Partnership Working Toolkit- Letter Templates

Wales

Transition and Partnership Working Toolkit- Letter Templates

Communication is crucial between early years settings, schools, parents and other supportive professionals. These templates have been designed with a view to helping you to share key information with all the people involved in children's transition into school. It is intended that you will adapt these templates to your setting and to the specific children you are writing about. It may be that email or messages are more appropriate, and these templates have been designed to be adapted into whatever format you feel is most helpful for your setting.

Family invitation to school information meeting

Dear Families

We would like to invite you to attend a short school information session on the (morning, afternoon or evening) of (insert date and time) at (insert name of your setting). The aim of this session is to share with you some of the ways in which we are already and will be supporting your children with their starting school journey.

We would really value the opportunity to talk with you about any questions you have, what support you feel your child will need and to plan how we will work together over the next few months.

Please let us know if you are able to attend the session. If you are unable to join us, please do let us know as we are happy to share the information with you in another way.

Best wishes

The Early Years Team

Family letter for school teacher visit

Dear Families

We would like to inform you that on the (insert date and time) the foundation stage teacher (insert name) from (insert school name) will be visiting our setting to visit your child. The teacher will spend time chatting and playing with children, as well as discussing your child's current interests, development and needs with their keyworker.

We will be chatting to the children about the visit and would appreciate it if you could chat with your child before the visit too. If you or they have any specific questions for the teacher, please let us know and we can share these with them during the visit.

Thank you as ever for your support, and please don't hesitate to let us know if you would like to speak with one of the team, or if you have any concerns or questions.

Best wishes

The Early Years Team

Family letter for a school visit

Dear Families

By now you should have received a letter inviting your child for their first visit at (insert name of the school). We are writing to inform you that a member of our team (insert name of the practitioner) will also be visiting the school with the children on that day. They will greet your child at school and stay to play with the children for the first half an hour of the visit. The aim of this is to provide children with reassurance from a familiar and trusted adult and to ease any initial worries they may have about the visit.

Once children are settled and happy, (insert name of the practitioner) will leave them in the capable hands of (insert name of the class teacher) and (insert name of the teaching assistant) for them to start to build connections and enjoy playing in the classroom environment.

If you have any concerns, or questions that you would like to share with us before the visit, please do not hesitate to have a chat with your child's keyworker at any time.

Best wishes

The Early Years Team

Family invitation to learning sessions

Dear Families

We would like to invite you to attend a short family play session with your child on the (morning or afternoon) of (insert date). Over the next few months, we are hoping to hold a number of these sessions with different themes. The aim of these sessions is to show you some of the wonderful play experiences we have on offer for your children and enable you to join in their play. We will also be inviting teachers from the local feeder schools to each session to meet with you and the children.

During these sessions, we will share with you the types of activities the children will take part in at school and some tips for supporting them at home with their early learning.

We hope that you can join us for this session, however, please do not worry if you are unable to attend. We aim to offer plenty of opportunities throughout this term to join us for these sessions. Please can you let us know if you are able to attend by emailing the office on (insert email address) or letting your child's keyworker know by (insert date).

Best wishes

The Early Years Team

Family invitation to learning session written in the voice of the child

Dear (insert the name or title of the person that the child would like to invite e.g. Grandad)

We are having a play session at Nursery on (insert date and time). I would like to show you all the fun things that I do at Nursery when I am here. Please can you come to Nursery to play with me and meet my friends?

I hope that you can come. Please can you let Nursery know by emailing the office (insert email address) or by letting (insert name of child's keyworker) know by (insert date)

Lots of love from

(Insert child's name)

School invitations to learning sessions

Dear (insert school teacher name)

We would like to invite you to attend a short family play session at our setting on (morning or afternoon) of (insert date). Over the next few months, we are hoping to hold a number of these sessions with different themes. The aim of these sessions is to support the families whose children are transitioning to school this year. We would like to give our families the opportunity to learn more about the types of things their child will be doing at school, and also chat with their child's future class teacher.

Each session will have a different theme to support some of the key areas of learning, such as: developing a love of reading, early maths, communication and language and emergent writing. If you are able to attend this session, please can you let us know by contacting us on (insert email address and phone number of setting). If you are attending and would be happy to bring some resources, or lead a short discussion, then that would be very much appreciated.

We look forward to welcoming you to these sessions over the coming months

Best wishes

The Early Years Team

Early years setting letter to school for information sharing

Dear (insert school teacher name)

Please find attached the passports for learning for the children from (insert early years setting name) who will be joining you in (insert date). Within these passports, you will find information about each individual child's current developmental stages, any additional needs, and also information about other agencies involved with the children and their families.

We will follow up on these passports with a phone call to chat on (insert date and time) about the key information in them, but in the meantime, if you have any questions, please don't hesitate to get in touch with (insert early years setting practitioner/leader name) to discuss these.

Best wishes

The Early Years Team

Early years setting letter to external agencies and/or professionals

Dear (insert name of professional)

I am writing to share with you the passport for learning for (insert name of child). Within this passport, there is a one-page profile which gives information about (insert name of child) and their current developmental levels. We have also gathered information about (insert child's name) family, all other professionals working with them and any other information which we feel will be relevant in supporting their transition to school. We have included the new school contact details within this passport to support your continued involvement with (insert child's name) once they have started within their new school setting.

If you have any questions about the information within this passport, please do not hesitate to contact (insert member of staff name) at (insert contact details) for more information.

Best wishes

The Early Years Team



National Day Nurseries Association

★Brighter thinking
for early years

Factsheet

Our factsheets are written by early years experts for the early years workforce. Most NDNA factsheets are free to our members.

NDNA is the national charity and membership association representing children's nurseries across the UK. We are a charity that believes in quality and sustainability, so we put our members' businesses at the very heart of ours.

We are the voice of the 21,000-strong nursery sector, an integral part of the lives of more than a million young children and their families. We provide information, training and advice to support nurseries and the 250,000 people who work in them to deliver world-class early learning and childcare.

See the full range of NDNA factsheets at www.ndna.org.uk/factsheets

The information provided in this factsheet is for use by early years practitioners only. It has been written by early years experts but is not intended to be, and should not be relied upon, as a substitute for professional advice. NDNA has endeavoured to ensure the accuracy of the information presented in this factsheet. NDNA assumes no legal liability or responsibility for your interpretation or use of the information contained within it.

National Day Nurseries Association

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Pontio A Gweithio Mewn Partneriaeth - Templedi Llythyrau

Mae cyfathrebu'n hanfodol rhwng lleoliadau blynyddoedd cynnar, ysgolion, rhieni a gweithwyr proffesiynol cefnogol eraill. Mae'r templedi hyn wedi'u cynllunio gyda'r bwriad o'ch helpu i rannu gwybodaeth allweddol gyda'r holl bobl sy'n ymwneud â throsglwyddo plant i'r ysgol. Y bwriad yw y byddwch yn addasu'r templedi hyn i'ch lleoliad ac i'r plant penodol rydych yn ysgrifennu amdanynt. Efallai bod e-bost neu negeseuon yn fwy priodol, ac mae'r templedi hyn wedi'u cynllunio i gael eu haddasu i ba fformat bynnag y teimlwch sydd fwyaf defnyddiol ar gyfer eich lleoliad.

Gwahoddiad i deuluoedd i gyfarfod gwybodaeth ysgol

Annwyl Deuluoedd

Hoffem eich gwahodd i fynychu sesiwn wybodaeth fer yn yr ysgol yn ystod (bore, prynhawn neu gyda'r nos) (nodwch ddyddiad ac amser) yn (rhowch enw eich lleoliad). Nod y sesiwn hon yw rhannu gyda chi rai o'r ffyrdd yr ydym eisoes yn cefnogi eich plant wrth iddynt gychwyn ar eu siwrnai drwy'r ysgol.

Byddem wir yn gwerthfawrogi'r cyfle i siarad â chi am unrhyw gwestiynau sydd gennych, pa gymorth rydych chi'n teimlo y bydd ei angen ar eich plentyn ac i gynllunio sut y byddwn yn gweithio gyda'n gilydd dros y misoedd nesaf.

Rhowch wybod i ni os ydych yn gallu mynychu'r sesiwn. Os na allwch ymuno â ni, rhowch wybod i ni gan ein bod yn hapus i rannu'r wybodaeth gyda chi mewn ffordd arall.

Dymuniadau gorau

Tîm y Blynyddoedd Cynnar

Llythyr teulu ar gyfer ymweliad athrawon ysgol

Annwyl Deuluoedd

Hoffem eich hysbysu y bydd yr athro/athrawes cyfnod sylfaen (nodwch enw'r athro/athrawes) o (nodwch enw'r ysgol) yn ymweld â'n lleoliad (nodwch ddyddiad ac amser) i ymweld â'ch plentyn. Bydd yr athro/athrawes yn treulio amser yn sgwrsio ac yn chwarae gyda'r plant, yn ogystal â thrafod diddordebau, datblygiad ac anghenion presennol eich plentyn gyda'i weithiwr allweddol.

Byddwn yn sgwrsio â'r plant am yr ymweliad a byddem yn gwerthfawrogi pe gallech sgwrsio â'ch plentyn cyn yr ymweliad hefyd. Os oes gennych chi unrhyw gwestiynau penodol i'r athro/athrawes, rhowch wybod i ni a gallwn eu rhannu gyda nhw yn ystod yr ymweliad.

Diolch fel pob amser am eich cefnogaeth, ac mae croeso i chi roi gwybod i ni os hoffech siarad ag un o'r tîm, neu os oes gennych unrhyw bryderon neu gwestiynau.

Dymuniadau gorau

Tîm y Blynyddoedd Cynnar

Llythyr teulu ar gyfer ymweliad ysgol

Annwyl Deuluoedd

Erbyn hyn dylech fod wedi derbyn llythyr yn gwahodd eich plentyn ar gyfer ei ymweliad cyntaf yn (nodwch enw'r ysgol). Rydym yn ysgrifennu atoch i'ch hysbysu y bydd aelod o'n tîm (nodwch enw'r ymarferydd) hefyd yn ymweld â'r ysgol gyda'r plant ar y diwrnod hwnnw. Byddant yn cyfarfod eich plentyn yn yr ysgol ac yn aros i chwarae gyda'r plant am hanner awr gyntaf yr ymweliad. Nod hyn yw rhoi sicrwydd i blant drwy bresenoldeb oedolyn cyfarwydd y gellir ymddiried ynddo, a lleddfu unrhyw bryderon cychwynnol a allai fod ganddynt am yr ymweliad.

Unwaith y bydd y plant wedi setlo ac yn hapus, bydd (nodwch enw'r ymarferydd) yn eu gadael yn nwylo galluog (nodwch enw'r athro/athrawes dosbarth) a (nodwch enw'r cynorthwyydd dysgu) iddynt ddechrau adeiladu cysylltiadau a mwynhau chwarae yn amgylchedd yr ystafell ddosbarth.

Os oes gennych unrhyw bryderon, neu gwestiynau yr hoffech eu rhannu gyda ni cyn yr ymweliad, mae croeso i chi gael sgwrs gyda gweithiwr allweddol eich plentyn ar unrhyw adeg.

Dymuniadau gorau

Tîm y Blynyddoedd Cynnar

Gwahoddiad teulu i sesiynau dysgu

Annwyl Deuluoedd

Hoffem eich gwahodd i fynychu sesiwn chwarae fer i'r teulu a'ch plentyn ar (bore neu brynhawn) (nodwch y dyddiad). Dros y misoedd nesaf rydym yn gobeithio cynnal nifer o'r sesiynau hyn gyda themâu gwahanol. Nod y sesiynau hyn yw dangos rhai o'r profiadau chwarae gwych sydd gennym ar gael i'ch plant a'ch galluogi i ymuno yn eu chwarae. Byddwn hefyd yn gwahodd athrawon o'r ysgolion lleol i bob sesiwn i gyfarfod â chi a'r plant.

Yn ystod y sesiynau hyn, byddwn yn rhannu gyda chi'r mathau o weithgareddau y bydd y plant yn cymryd rhan ynddynt yn yr ysgol a rhai awgrymiadau ar gyfer eu cefnogi gartref gyda'u dysgu cynnar.

Gobeithiwn y gallwch ymuno â ni ar gyfer y sesiwn hon, fodd bynnag, peidiwch â phoeni os na allwch fod yn bresennol. Ein nod yw cynnig digon o gyfleoedd drwy gydol y tymor hwn i ymuno â ni ar gyfer y sesiynau hyn. A allwch roi gwybod i ni os gallwch fynychu drwy e-bostio'r swyddfa ar (rhowch gyfeiriad e-bost) neu roi gwybod i weithiwr allweddol eich plentyn erbyn (nodwch y dyddiad).

Dymuniadau gorau

Tîm y Blynyddoedd Cynnar

Gwahoddiad teulu i sesiwn ddysgu wedi'i hysgrifennu yn llais y plentyn

Annwyl (rhowch enw neu deitl y person yr hoffai'r plentyn ei wahodd e.e. Nain)

Rydym yn cael sesiwn chwarae yn y Feithrinfa ar (nodwch y dyddiad a'r amser). Hoffwn ddangos i chi'r holl bethau rwy'n eu gwneud yn y Feithrinfa pan fyddaf yma. A allwch chi ddod i'r Feithrinfa i chwarae gyda mi a chwrdd â fy ffrindiau?

Gobeithio y gallwch ddod. A allwch roi gwybod i'r Feithrinfa drwy e-bostio'r swyddfa (rhowch gyfeiriad e-bost) neu drwy adael i (rhowch enw gweithiwr allweddol y plentyn) wybod erbyn (nodwch y dyddiad)

Llawer o gariad oddi wrth

(Rhowch enw'r plentyn)

Gwahoddiadau ysgol i sesiynau dysgu

Annwyl (rhowch enw athro/athrawes ysgol)

Hoffem eich gwahodd i fynychu sesiwn chwarae fer i'r teulu yn ein lleoliad ar (bore neu brynhawn) (nodwch y dyddiad). Dros y misoedd nesaf rydym yn gobeithio cynnal nifer o'r sesiynau hyn gyda themâu gwahanol. Nod y sesiynau hyn yw cefnogi'r teuluoedd y mae eu plant yn trosglwyddo i'r ysgol eleni. Hoffem roi cyfle i'n teuluoedd ddysgu mwy am y mathau o bethau y bydd eu plentyn yn eu gwneud yn yr ysgol, a hefyd sgwrsio ag athro/athrawes ddosbarth eu plentyn yn y dyfodol.

Bydd gan bob sesiwn thema wahanol i gefnogi rhai o'r meysydd dysgu allweddol, megis: datblygu cariad at ddarllen, mathemateg gynnar, iaith a chyfathrebu ac iaith ac ysgrifennu sy'n amlygu. Os gallwch ddod i'r sesiwn hon, a allwch roi gwybod i ni drwy gysylltu â ni ar (rhowch gyfeiriad e-bost a rhif ffôn y lleoliad). Os ydych yn mynychu ac y byddech yn hapus i ddod â rhai adnoddau, neu gynnal trafodaeth fer, yna byddai hynny'n cael ei werthfawrogi'n fawr.

Edrychwn ymlaen at eich croesawu i'r sesiynau hyn dros y misoedd nesaf

Dymuniadau gorau

Tîm y Blynyddoedd Cynnar

Llythyr gosod blynyddoedd cynnar i'r ysgol ar gyfer rhannu gwybodaeth

Annwyl (rhowch enw athro/athrawes ysgol)

Amgaeaf y pasbortau dysgu ar gyfer y plant o (nodwch enw lleoliad y blynyddoedd cynnar) a fydd yn ymuno â chi yn (nodwch y dyddiad). O fewn y pasbortau hyn fe welwch wybodaeth am gamau datblygiadol presennol pob plentyn unigol, unrhyw anghenion ychwanegol, a hefyd gwybodaeth am asiantaethau eraill sy'n ymwneud â'r plant a'u teuluoedd.

Byddwn yn dilyn y pasbortau hyn gyda galwad ffôn i sgwrsio ar (nodwch ddyddiad ac amser) am y wybodaeth allweddol ynddynt, ond yn y cyfamser, os oes gennych unrhyw gwestiynau, mae croeso i chi gysylltu â (rhowch enw ymarferydd/arweinydd gosod y blynyddoedd cynnar) i drafod y rhain.

Dymuniadau gorau

Tîm y Blynyddoedd Cynnar

Llythyr gosod blynyddoedd cynnar at asiantaethau allanol a/neu weithwyr proffesiynol

Annwyl (nodwch enw'r gweithiwr proffesiynol)

Rwy'n ysgrifennu i rannu gyda chi'r pasbort ar gyfer dysgu ar ei gyfer (rhowch enw'r plentyn). O fewn y pasbort hwn mae proffil un dudalen sy'n rhoi gwybodaeth am (nodwch enw'r plentyn) a'u lefelau datblygiadol presennol. Rydym hefyd wedi casglu gwybodaeth am deulu (nodwch enw'r plentyn), pob gweithiwr proffesiynol arall sy'n gweithio gyda nhw ac unrhyw wybodaeth arall a fydd, yn ein barn ni, yn berthnasol wrth gefnogi'r broses o drosglwyddo i'r ysgol. Rydym wedi cynnwys manylion cyswllt newydd yr ysgol yn y pasbort hwn i gefnogi eich cyfranogiad parhaus i (rhowch enw'r plentyn) ar ôl iddynt ddechrau yn eu lleoliad ysgol newydd.

Os oes gennych unrhyw gwestiynau am y wybodaeth yn y pasbort hwn, mae croeso i chi gysylltu (rhowch enw'r aelod o staff) yn (rhowch fanylion cyswllt) i gael rhagor o wybodaeth.

Dymuniadau gorau

Tîm y Blynyddoedd Cynnar



National Day Nurseries Association

Taflen ffeithiau

***Meddwl mwy disglair
ar gyfer y blynyddoedd cynnar**

Caiff ein tafleni ffeithiau eu hysgrifennu gan arbenigwyr blynyddoedd cynnar ar gyfer y gweithlu blynyddoedd cynnar. Mae'r rhan fwyaf o'n tafleni ffeithiau am ddim ar gyfer ein haelodau.

NDNA yw'r elusen genedlaethol a'r gymdeithas aelodaeth sy'n cynrychioli meithrinfeydd plant ar draws y DU. Rydym yn elusen sy'n credu mewn safon a chynhaliadwyedd felly rydym yn gosod busnesau ein haelodau wrth galon ein un ni.

Ni yw llais y sector meithrinfeydd a'i 21,000 o aelodau, ac yn ran o fywydau dros filiwn o blant ifanc a'u teuluoedd. Rydym yn darparu gwybodaeth, hyfforddiant a chynghor i gefnogi meithrinfeydd a'r 250,000 o bobl sy'n gweithio ynddynt i ddarparu dysgu cynnar a gofal plant o safon rhyngwladol.

Gwelwch yr ystod lawn o dafleni ffeithiau NDNA ar www.ndna.org.uk/factsheets

Mae'r wybodaeth ddarparwyd yn y daflen ffeithiau yma at ddefnydd ymarferwyr blynyddoedd cynnar yn unig. Ysgrifennwyd y daflen gan arbenigwyr blynyddoedd cynnar ond ni ddylai gael ei ddefnyddio fel allddodyn i gyngor proffesiynol. Mae NDNA wedi ymdrechu i sicrhau cywirdeb y wybodaeth gyflwynwyd yn y daflen ffeithiau. Nid yw NDNA yn atebol yn gyfreithiol nac yn gyfrifol am eich dehongliad nac eich defnydd o'r wybodaeth a ddarperir

NDNA Cymru

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