

Transition policy

We aim to make transitions into nursery, between rooms and to school run as smoothly as possible. Our understanding is that the main focus of the key person approach is that young children need an additional attachment figure in nursery to promote positive self-esteem and reduce anxiety which in turn gives them the confidence to go off and explore. We know that emotional learning takes place in a close relationship and gives the child confidence to explore the world and make other relationships. We also know that parents can play an essential role in a smooth transition and we will work alongside them to achieve this.

Transition into nursery.

- Your child's relationship with the key person is vital in supporting the transition into nursery .
- The child's key person works closely with the parent to become familiar with the child's needs, family background and to establish if the child attends any other settings or is cared for by other carers etc.
- An 'All About Me' form is given to parents to complete. This gives us vital information about the child and this helps us to build a relationship with the child as we are aware of their likes and dislikes etc.
- A Parent Handbook is given to parents so they can share and talk about the nursery environment at home before childcare commences.

Home visits will also be offered for those starting in September and where possible throughout the rest of the year.

The key person will complete a 4-6 week transition document which is shared with the parents each week. This will allow us to evaluate how the settling in process is going for your child and work with you so that your child settles as quickly as possible.

If they are in the 2 year old room then the 2 year old statutory check will also be completed around this time.

Transition within the nursery

We have arranged the nursery to minimise the number of transitions. .

Before moving rooms we assess each child to make sure they are ready emotionally and physically for the change and allow the opportunities to explore the new room and introduce them to their new key person.

- We promote positive body language and communicate to each child by explaining what is happening when it is time for them to move rooms within the nursery.

From the baby room to 2 year old room

- The child's key person will complete the 2 year old check as they move from the room and provide other useful information about the child, such as, the general care information with regards to eating and sleeping etc.

- A new 'All About Me' form is given to the parent/carer to fill in on entering the 2 year old room so we have up to date information regarding the child's interests and likes and dislikes

The new key person in the 2 year old room will then complete a 4-6 week transition sheet and at the end add any other comments to the 2 year old check and share it with parents.

From the two year old room to the hall

- The child's key person will update your child's learning journey and complete a summary document as they move from the room and provide other useful information about your child, such as, the general care information with regards to eating and sleeping etc.

In general, children will wait to the end of term to move to the hall to give them the opportunity to move with their peer group which will also aid transition. It also allows for a more gradual transition into the hall from when they are 3 as we can allow them to spend extended periods of time in the hall if they choose too. There will be times when we or you may not find this arrangement appropriate and we can take to you about this at the time.

- A new 'All About Me' form is given to the parent/carer to fill in on entering the hall so we have up to date information regarding the child's interests and likes and dislikes

The new key person in the hall will then complete a 4-6 week transition sheet and share it with parents as explained above.

Transition to school

- We contact the school to invite reception teachers to come and meet the children and see them in their current environment and arrange visits to the local schools
- A parents evening is held before children leave to go to school where the child's key worker speaks to the parents about all aspects of their child's development, this includes progression and transition and how we can work with them to make themselves and their child confident with change.
- A development assessment will be completed with children and parent/carers and passed to their reception teacher.
- Additional support is put into place for targeted children and children with additional needs to ensure a smooth and successful transition

Children attending more than one setting or moving to another nursery

- If a child attends another setting, with parent's permission, we will work closely with them when sharing information
- Contact the child's key person from the other setting in order to share information and to establish the best way in working together which works for both settings, agreeing who has the main responsibility for tracking their progress.
- Photocopy learning journeys and share with other setting.