

TRANSITION POLICY

Transition is an important part of nursery for children, initially starting the setting, throughout their time within the nursery, and when they leave to attend another setting/school. It must be flexible, gradual and each child supported to meet their individual needs.

1. Parents will be notified verbally or by email about the proposed transition date. Parents can contact the setting to arrange a meeting with the key worker about their child's move date to their new room. In conjunction with the parents, we will discuss how settling sessions will be gradually introduced over the forthcoming weeks.
2. A letter from child's new room is sent to parents introducing the new staff, daily routines, activities available each day, key workers and inviting them to visit the room.
3. Settling visits will be arranged 2-3 weeks prior to the child's official start date in the room. Duration of settling session in the room will be built up gradually over the weeks taking into consideration the needs of the individual child.
4. Verbal feedback will be given to parents on how the sessions are progressing. If parents would like a longer discussion then a meeting can be arranged with the key worker.
5. Meetings will be arranged between the child's old and new key worker to pass on information regarding, records of achievement, allergies, sleeps, toilet training etc.
6. We will form links with other settings children may attend with parental consent to share information regarding their child's development.
7. Complete Transition Toolkits for reception teachers of child's chosen primary, contact primary schools to meet reception teacher to hand these over.
8. Offer parents the opportunity to view and discuss their child's toolkit and seek their consent to pass onto school.