

TRANSITION POLICY AND PROCEDURE

Our provision ensures that the transition between home to nursery, from room to room and finally from nursery to school runs smoothly and feels comfortable and secure to the child.

On induction the Manager/Deputy goes through the welcome pack with the child's parents. Paying attention to our settling in period (see Settling in Policy). Parents are invited to look around the nursery and ask any questions. Once the parents are happy with the setting then days are planned for the child to come into the nursery on trial periods, these are flexible as some children or parents may need extra time.

When the child moves into a new room in the nursery i.e. babies go up into toddlers, time is spent a few weeks before allowing the child to go to play in their new room with familiar members of staff to familiarize themselves with the staff, environment etc. Parents are informed of this and the date which their child will move into a new room. Children sometimes take some of the resources from their new room to play with before the transition process happens.

When each child starts nursery or a new room parents are asked to fill in a questionnaire (All About Me) about their child enabling staff to have lots of information on the child i.e. sleep routines, how they go to sleep, what their favourite songs are etc. Parents are also encouraged to speak to their child's new members of staff. As the child moves on in the nursery, we will send out further questionnaires to parents (Finding Out about Me).

During the child's last term at nursery the transition between nursery and the school that the child is going to attend takes place. Some visits take place between the teachers at their new school, they speak to the child's key worker, the Manager and the child's new teacher spend time with the child in our Pre-school room. We exchange information on the child's progress, time at nursery, personality etc., by telephone, visits and a transition event in Stoke between Early Years Providers and Primary Schools. Any difficulties that the child has is also discussed plus any other beneficial information. Meetings take place between the Manager, Child's Keyworker and school if the child has any additional needs.

Our local school nursery teacher comes into nursery to familiarise herself with the children. The Pre-school staff then spend a few weeks visiting the nursery with the children enabling them to get used to the staff, environment, routines etc.

Transition forms are completed by the nursery staff and sent to the child's new school plus observations, keyworker notes, assessment sheets etc., if they require them. Thus, giving the new provision lots of baseline information about the child. The child's profile then goes to the parents when their child leaves nursery.

The Manager/Deputy attend a transition event between Nurseries and schools to exchange verbal and written on the children that will be attending their school. The Manager, Deputy and Senior Practitioner are always available to give parents any advice and support to parents whose child is leaving nursery and when new parents who are not sure which school, they want their child to attend. Induction packs from schools are also discussed.

Pre-school children read stories about starting school and photographs of schools are shared with staff and children. Staff provide lots of conversations with the children about activities at school, their teachers etc.

Our role play area is also changed into a school and uniforms are obtained from the schools' children will be attending, so that the children can become familiar with them