

Current Policy Date: January 2018

Review: Every 3 years

Date of Next Review: January 2021



Nursery Transitions and Settling In Procedure

'Transitions from one environment to another are part of our lives. In the early years of education they are a source of both excitement and anxiety for children and their parents'

'Transitions in the Early Years' (2005) Institute of Education, University of London

Starting at Nursery

- Once a place has been offered & accepted, staff will begin the process of gathering information to support the successful transition to Nursery. This may include, with the parent/carers permission, discussions with previously involved professionals, e.g. Speech & Language therapist, Health Visitor, previous setting.

Term before starting

- Parents/Carers will be invited to an evening meeting at the Nursery to meet the staff, and to hear about the Nursery, collect documentation including the Nursery Handbook and an invitation to the child to visit.
- There will be a visit for the child accompanied by their parent/carer during a nursery session
- Parents/carers are to agree the preferred pattern of their child's attendance.

Beginning of the term of entry

- An appointment will be made for a Home Visit from child's key person and another member of staff. This will enable staff to begin to get to know the child and give the parent/carer the opportunity to chat to staff about any concerns in their own home. Staff will gather any relevant information regarding feeding, toileting etc.
- A Visit day at Nursery just for parents/carers and new children – an opportunity for parents/carers and new children to begin to become familiar with the Nursery and staff.
- Children start a few at a time over the next few weeks. Younger children may need several visits before they are ready to stay on their own. Children attend for a short period, **maybe just ten minutes**, without their parent/carer during the free-flow session. This is gradually increased as is appropriate for each individual child and their parent/carer. The staff work with the parent/carers on how best to manage this process. The welcome and story group are added in last as these are generally the most challenging times for new children.
- Children may be supported by having a photo of themselves with their parent/carer to keep with them. We may send home photos of the child happily playing at Nursery to support settling.
- Settling in curriculum – over the first few weeks of term our curriculum focuses on developing the knowledge and skills that children will need to get the most from their time at Nursery and their lifelong learning.
- Parent/Carer Consultations –parents/carers will be invited to come and talk with their child's Key Person about how their child is settling, their interests and possible next steps.

Transition from being a 2yr old to a 3yr old at Nursery

- Where appropriate, children will gradually increase their hours up to 15.
- When children move up from Ladybirds to other groups parents will be offered a settling in consultation with their child's Key Person.

Moving on from Nursery

- Once Nursery Staff are made aware that a child is moving on to another school or setting they will;
- Liaise with the parent/carer and the new setting about visits to the new setting.
- For a child with additional needs or any child believed to be vulnerable on transition, a 'Personalised Transition Programme' will be arranged in consultation with the parent/carer, receiving setting, any other involved professionals. This may include additional supported visits, a photo book of the new school, a Transition meeting for professionals and parents/carers. (See also SEN Policy).
- Staff from the new setting will be invited to visit the child at Nursery.
- A copy of the child's most recent Focus Week assessments will be provided to the parents/carers and forwarded to the receiving setting.
- The Parent/carer will be given the child's Learning Diary (electronically as a PDF file) & encouraged to share this with the new setting. If the new setting uses Tapestry, the whole file will be transferred.
- Children who leave at the end of the summer term will be part of a 'Leaver's Celebration' and presented with a Leaver's Certificate. Parents/Carers are invited to the celebration.