



Transition - Policy statement

Starting nursery: - We aim for all our children to be happy and confident and encourage parents to bring children into the nursery for visits. We have four visits arranged for the child however each child can have as many visits as the child's parent/guardian feel necessary to settle their child. The first visit is 1 ½ hours with each visit gradually building up to the child's full contractual hours. On the first visit, the child's parent will be asked to stay with their child and complete a 'Getting to Know you form' and also discuss their child's routine, likes and dislikes with their child's key person, once the information is shared and understood the parent/guardian will be encouraged to leave their child for the remainder of the session and for all subsequent sessions to commence the settling-in period. The number of visits will be different for each child as all children adapt to new environments differently.

Moving-up to the next class room within nursery: - Parents/guardians will be informed by letter when their child will be moving-up to the next classroom and will be invited to meet the staff and look around the new classroom with their child. After the first initial visit, the children will have visits to their new classroom for 1-2 weeks, building the time they stay from 1 hour to a full morning or afternoon.

Our many festivals and celebrations are celebrated as a whole house so that the children in all classes are familiar with all the staff of Katey's to help create a smooth transition between each classroom.

Children leaving to go to school: - We will ensure that the children are informed about moving onto school through stories, pictures and circle time. We will also encourage teachers of the schools the children will move to, to visit the children in the nursery environment. We will make sure that each child's Learning Journey is passed onto the child's relevant school and will prepare any reports necessary to help the children's transition to school.

Children who have additional needs:- We will always ensure that all paperwork is passed on is necessary to a new school or nursery e.g. Individual Education Plans for Individual Activity Plans and any other relevant information regarding the child's additional needs. We will pass on information about the child's progress and routines where necessary and will liaise with staff to ensure the child's needs are still being met.

Where necessary, we will have a transition meeting with nursery/school staff to pass on information with the child's parent/guardian.

We will always try to make any move for the children as smooth as possible and will help the child and their parent as much as is necessary with any transition their child may need to make, being it moving to school, another nursery, moving house, etc., and would encourage parents to make us aware of any changes to their child's life that we may be able to help them with.

All our Policies & Procedures are crafted to ensure the highest possible standards at our setting and will be reviewed every 3 years or sooner, if necessary, in light of specific events or relevant statutory changes.