

h. Transitions Policy

Nursery Village works to ensure all children transition into and settle at their new nursery, as well as following a careful process during transitions to different nursery rooms or on to their next nursery or school.

Policy

Management or room leads will contact the parents prior to transitions starting, which will also be discussed verbally that week with parents. (please note that transitions may not always be according to age, but also developmental needs and abilities).

Transitions will begin with short visits to the room and these will increase accordingly, depending on how well they adjust to the new environment and peers.

Parents will receive daily feedback on their child's transition process and will receive a Transition Questionnaire a few weeks after transitions start, to gain feedback and comments on both theirs and their child's experience of the transition process.

Parents will receive a start date for when their child will move into their new room, taking into account, when your child feels confident, secure and settled.

Please note: children who already attend their nursery are not always guaranteed a space in their next room, although priority will be given to children and siblings already attending.

Every effort will be made by management and room leaders to accommodate transitions or requested days, however, as this is not always possible, due to availability of spaces in order to comply with registration requirements. Parents will be given a minimum of 1 months' notice where the next room will not be available.

Your Nursery will endeavour to inform parents at least 1 month before transition, to either:

- Offer alternative days.
- The option of remaining in current room until required days become available.
(Depending on developmental needs and abilities)
- Allow parents to seek alternative childcare arrangements.

Procedures

Transitions Between Rooms

Although children moving from room to room as they reach a new age group, have usually been with us for some time, we still see this as an important transition for them and feel that it is important that this is planned and carried out in a way that meets the needs of each individual child.

An up to date progress report on the child and a Transition Form will be completed by the original key worker and handed over to the Room Leader and new key worker prior to the child moving rooms.

This information will contain child's individual routine, likes, dislikes, any additional needs, the child's developmental goals and next steps, similar to the process of settling in sessions when children start nursery.

When children move on to the next room, the child will have a series of two hour sessions leading up to the half day sessions in their new room.

Once we feel the child is settled and confident in their new room and has formed strong relationships, we will arrange a meeting to introduce the parents to the new key worker and show them around the room.

School Transitions

The move from nursery or pre-school to primary school, is a massive step for both the children and their parent or carers.

On notification from parents which school their child will be attending, either the pre-school Room Leader or individual key practitioners will contact the school to arrange a meeting.

This should involve the child's new teacher coming into the setting and meeting the child in their nursery environment and getting to know them.

We also include the discussion of moving to primary school within our daily circle time and get the children involved in a variety of school related activities, including having role play and the trying on the school uniform.

Each child's key worker will also complete a detailed Transition Form and printed learning journey from all Family data held of their child's achievements at nursery. This includes all the areas in which the child has met and completed a requirement of the Early Years Foundation Stage (EYFS) and ensure this form along with an up to date progress report of the child is sent off to the new school.