



## Transition Policy

### **Aim**

It is the aim of Westside Day Nursery to provide high quality care and education; this includes the well-being of our children and parents/carers. We aim to provide a smooth transition for our individual children and their parents as they move from room to room and then onto school.

We will ensure that every child can become familiar with their new key person and the environment through regular visits. No child will be moved up to the next room until they feel secure enough to cope with the transition.

The following procedures will be followed to support this process:

- We will aim to move several children of the same age together, so they will have familiar faces in their new room
- At least one month prior to a child moving room their key person will discuss the child's transition with their parent/carer. A transition form will be filled out.
- Parents/carers will be introduced to their child's new key person.
- The child's key worker will take the child through to visit their new room on several occasions before the move and will support the child whilst they are building the relationship with the new key person and other children.
- The number of visits will be adjusted to meet the child's individual needs.
- If the child shows a bond with another member of staff the key person can be changed to follow the child's choice.
- All information about your child will be shared to their new key worker by their old key worker and all about me and Tapestry will be shared.

### **Transition into school**

Our care and education of our children does not simply stop we aim to guide their way into school and make their move as smooth as possible. The manager/EYFS Co-ordinator attends regular moderating meetings with the schools and the early years teams, which ensure we are all working the same with the EYFS so can share information effectively.

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- During the child's last term, we will discuss with parents and find out when they are leaving and which school they will be attending.

- Transition forms are filled out for each child. This has a section for the child's views to be recorded, a section for the parents views to be recorded and a section for the child's key worker to report on the child's development and their interests, likes and dislikes
- Staff holds circle time groups with the children to talk about what they can expect and identify any worries they may have.
- Staff read books about children's first day at school to help banish any worries they may have.
- All transition forms are then sent to the child's respective schools giving the new teacher an insight into each child.

## History

Rev.no.	Date	Description of revised issues
1	30/11/2016	Initial Revision
2	01/11/2017	No changes to content.
3	01/11/2018	No changes to content.
4	01/11/2019	No changes to content.
5	01/11/2020	No changes to content.
6	01/08/2021	No changes to content.
7	01/08/2022	No changes to content.
8	01/08/2023	No changes to content.

This policy has been approved and authorised by:

Author	Approved By	Authorised By	Revision No.	Valid From
Vicky Gray	Vicky Gray	Sarah Russell	8	01/08/2023

This document has been electronically approved; hence it contains no signature(s).