

**Transition policy**

**Reviewed March 2021**

At Free Rangers Forest Schools Ltd we make transitions into nursery, between rooms and to school, run as smoothly as possible. Children are made to feel secure and confident with new experiences. We feel parents play a big part in a smooth transition and work beside them to achieve this.

**Transition into nursery.**

* Introduction to room staff and the key person is vital for the transition to run smoothly.
* The child’s Key person works closely with the parent to become familiar with the child’s needs, family background and to establish if the child attends any other settings or is cared for by other carers etc.
* An ‘All About Me’ form is given to parents to complete; this gives us vital information about the child, and this helps us to settle the child in as we are aware of likes and dislikes etc.
* A nursery prospectus is issued to parents so they can share and talk about the nursery environment at home before childcare commences.
* Six weeks into the start of nursery your child’s online learning journey, Tapestry will be populated with activities and experiences they have participated in and enjoyed.

**Transition within the nursery**

* Before moving rooms, we assess each child to make sure they are ready emotionally and physically for the change and allow the opportunities to explore the new room and become familiar with the staff members.
* We promote positive body language and communicate to each child by explaining what is happening when it is time for them to move rooms within the nursery.
* The child’s key person will pass onto the ‘new’ room useful information about the child, such as, development and learning milestones along with the general care information with regards to eating and sleeping etc. Their Tapestry learning journal will move with them.
* Children are moved with other children as part of a small group or individually in the term closest to when they turn 2 years from the buzzy bees to the slowworms and 3 years from the slowworms to the pre-school groups. Children’s readiness is essential and so staff will discuss and decide the best term to move children with their parents. This is essential when moving between the baby rooms, cubs to the buzzy bees.
* A new ‘All About Me’ form is given to the parent/carer to fill in on entering a new room so we have up to date information regarding the child’s interests and likes and dislikes.
* The child’s key person will talk to parents when the child is ready to move,and explain the transition and how we can work with them to make themselves and their child confident with change.
* Emails are also sent explaining the move and to give information on the group, adults with in and room information such as routines.

**Transition to school**

* We contact the school to invite reception teachers to come and meet the children and see them in their current environment.
* A parents’ information evening is held before children leave to go to school where your child’s group lead speaks to the group about all aspects of children’s development, this includes progression and transition and how we can work with them to make all children ready and confident with change. In this meeting we also outline our transition plan for school.
* A development assessment will be completed with children and parent/carers and passed to their reception teacher.
* Additional support is put into place for targeted children and children with additional needs to ensure a smooth and successful transition
* Information is emailed to reception teachers informing them of friendship groups, like and dislikes and any concerns, this will ensure the child feels they are well known in school. Please encourage your child’s future school to read these as sometimes they don’t!

**Children attending more than one setting or moving to another nursery**

* If a child attends another setting, with parent’s permission, we will work closely with them when sharing information, for example, sharing child’s assessment sheets and Tapestry.
* Contact the child’s key person from the other setting in order to share information and to establish the best way in working together which works for both settings.
* Photocopy any targeted or inclusions plans and share with other setting.

This policy was reviewed in Jan 2017 and again in September 2018.

Signed: Role: Owner

Signed: Role: Nursery Manager