

King Square Community Nursery
Transition Policy

Policy Statement

Transition is an integral part of life. We all feel the same mixture of excitement and trepidation at the prospect of change: children are no different from us.

In order to achieve success, whether settling into nursery, moving rooms, or going out into the new challenge of infant school, staff and parents must work together to plan a successful transition.

To feel secure and able to take full advantage of new exciting possibilities, children must feel that the communication between their parent/carer and the nursery is good.

Steps in transition are planned taking account of the child's individual needs whether physical, intellectual, emotional or social.

Aims

We want children to experience:

- Security in feeling that their interest, abilities, emotions and needs are valued, planned for and supported by all the adults concerned in their care
- Success at every stage of transition
- Confidence that their wishes and feelings are recognised and responded to, for instance a child who wished to go back and spend time in a previous room could do so
- Understanding that transition is an important and natural part of life
- Having their feelings acknowledged when they are feeling loss as well as excited by the next stage
- That staff and parents are in agreement and confident about the changes
- That their new adult will know as much as possible about them e.g. feeding and sleeping habits, their favourite activities and their special friends

Adults' Role

Our staff will support transition by:

- Working closely with parents to make transition as easy as possible
- Supporting the child by planning the steps in transition with parent
- Helping the child to develop the vocabulary to reflect on their experiences and by offering the space to express emotion in their own or age-appropriate way

- Offering parents regular meetings.
- Liaising with outside agencies and the SENCO if appropriate
- Sharing appropriate information and observations with parents and the new adults
- Planning and making an SEN 'Transition book' and/or 'Passport' with the child

Provision for transition

Some of the provision will include:

- A home visit before the child starts nursery with agreement of the family
- Transfer meetings with parents as part of the structure of regular meetings offered during the child's time at nursery
- Confidentiality
- Liaison with infant school including school visits where possible
- Access to outside agencies or professionals to support transition if appropriate

Settling in Procedures

The first few weeks that a child is with us are an important time in their lives. We know that if we get this settling in period right then the child will feel more secure and be able to deal with the change of coming to the nursery more positively. It will be easier for both child and family to feel confident about the care and learning at our setting.

We ask parents or carers to be available for the first two weeks to support the settling in. We aim to be as flexible as we can with other commitments that families have but making it a positive experience for the child is central to our thinking and planning.

This is a rough plan that we follow:

- The first two sessions the parent stays the whole time (about 1 - 1 1/2 hour).
- The remaining days of the first week, the parent or carer takes short periods out of the room, but stays in the nursery in case the child becomes distressed. There will be some flexibility according to the needs of individual children. However, we do require that the settling in period is observed.
- The second week, the parent leaves the nursery for progressively longer periods, but it is important that they leave a telephone contact number and return promptly at the agreed time to ensure their child feels secure.

(A child may be confident in one situation but still needs support to get to know all the new children and staff in the centre.)

This policy was adopted by

King Square Community

Nursery

On

12 May 2016

Date to be reviewed

12 May 2017

Signed on behalf of the provider

Name of signatory

Jackie Morgan

Lisa Bassett

Role of signatory

Manager

Chair