Transition Policy

Approved by: SMT

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To be reviewed by: SMT

Review date: September 2026

Availability: On the company website and as a paper copy on request

Scope: Ashbridge Independent School and Nursery, Ashbridge-on-Ribble Nursery, Ashbridge Nursery at Maxy Farm, The Fledglings Nursery

Transition Policy – Nursery

Throughout our children's nursery journeys, there are many opportunities for us to support them through periods of transition, including:

- Initially when starting Nursery
- Moving to a new classroom as they grow
- Leaving nursery to go onto Primary School including our own Primary School

During all of these times, as well as periods of family change (such as moving home), the importance of supporting children's well-being remains paramount.

When a family enrols with us at nursery we issue comprehensive information in our Nursery Handbooks and Welcome Packs. We also welcome and communicate with all of our new families, through show arounds of the Nursery, and also during visits and 'settling in' sessions. We take the time to answer any questions and explain our ethos, policies and practices. We also always welcome parents/carers in to Nursery at any time, as part of our open-door policy.

Our team observe children closely and are sensitive to changes in their behaviour and wellbeing. By building positive relationships with parents/carers we are able to communicate with families relating to any changes within Nursery or in the home environment that may impact on their child

We believe that smooth transitions not only ensure children feel safe and secure but have a significant impact on their development. We understand the importance of supporting parents/carers, and practitioners too at times of transition and the following procedures apply:

Settling In

Our practitioners work in partnership with parents/carers to ensure the period when children begin Nursery is as smooth as possible.

We do this by:

- Arranging visits prior to a child starting at Nursery so that they and their families become familiar with the practitioners who will be caring for them, and also with the Nursery environment.
- During the initial visit, information is shared by the parents about the child's family, as well as their individual needs and routines, through the 'All About Me' form.
- These conversations and sharing of information encourage positive relationships to form between families and practitioners.
- Parents/carers are welcome to telephone at any time during a subsequent visit, to check that their child is settled and happy. Parents/carers are contacted by phone if there are any concerns or issues during this time.

- For the first few sessions parents/carers may wish to collect their child early, to support the settling in process.
- In addition, aspects of these procedures may be adapted or extended to suit individual family or children's needs in consultations with the Nursery Management Team.
- The Nursery Management Team ensure that they meet with and contact new parents/carers – this usually happens 4 weeks after a child has started at Nursery following admission in order to monitor this process and support the child and their family.

Moving and Growing

As part of our children's continued journey of learning and development, they will move on to new classrooms as they grow. Decisions relating to these moves are made in line with a child's age and individual stage of development. As part of transition procedures:

- We endeavor to move children with others they are familiar with.
- Parents/carers are informed in person in advance of any classroom moves.
- Children make visits to their new classroom along with their current key person to support the transition.
- Parents/carers are also taken to their child's new room and introduced to their children's new key people and team.
- Records and information are shared with the child's new team.

In addition, when children move into the final year of Nursery, parents are invited to view their child's Pre-School classroom and meet the Early Years Teacher and team. At this stage, we issue further written details in the form of the 'Welcome to Pre School' pack. We also issue parent/carers a guide 'Getting Ready for Pre-School' in the Spring before they are due to start school.

When children are transferring from one of our Nursery settings into our Ashbridge Reception Class, we also ensure that our Early Years Teachers and the Reception Teacher liaise together closely. Records are passed on, and a child's learning journey so far is considered and discussed.

The Headteacher and Reception Teacher also leads the transition plan which welcomes children and families into school. This plan includes formal "moving up" days, visits to the Reception Class for stories, and learning time and opportunities to become familiar with their new teacher. We also issue a comprehensive 'Welcome to School' handbook and establish additional communication links through the Parent Zone platform to both inform parents of their children's progress and the daily and weekly activities children will experience. The transition of children from our Nurseries to our Reception Class is particularly smooth due to children's familiarity with the shared Ashbridge ethos, environment and approach.

When children are leaving our setting to move onto another Nursery or to the Reception Class of another school, in agreement with parents we:

- Invite future Reception class teachers to visit children in our Nursery.

- Liaise directly with future settings or schools.
- Pass on any relevant details with parental permissions.
- Support the children by talking them through the changes and preparing them through activities and role play/scenarios.
- Written reports are provided.

Where children experience changes in family circumstances, or move home for example, we would ask that parents/carers inform us beforehand so that we can support the child appropriately.

The Senior Leadership Team are always available should any parents wish to discuss this process or any other matter regarding children's care and education with us at Ashbridge.