

### Transition Policy

This policy is agreed and monitored by the Senior Management Team. It is updated regularly and is implemented throughout the company. It is available on the company website.

In caring for, and educating our children from 3 months to 11 years there are many opportunities to support pupils through periods of transition such as:-

- Initially settling in when leaving parents/carers.
- Moving to a different area / group.
- Transfer from nursery to reception class.
- Transfer from infant to junior school.
- Moving children to other settings, nurseries, school and high school.
- Family changes.
- Moving home.

At all these times, the importance of children's wellbeing remains paramount. Staff are trained to observe children closely and are sensitive to changes in their behaviour and personality. We respectfully ask parents/carers to inform us of any changes in the home environment that may impact on their child in order that staff may be aware of the reasons behind any changes in character, behaviour or emotional wellbeing.

We believe that smooth transitions not only ensure children feel safe and secure but have a significant impact on their development.

We issue comprehensive welcome and information packs to parents when children join our setting and take time to communicate with and welcome new families. We believe in the importance of supporting parents and staff at times of transition and to this end, the following procedures apply:-

[See Settling In Policy \(Appendix 1\)](#)

#### Moving and Growing

When children are to move into a new class or area within our setting, we endeavour to move children with others they are familiar with:-

- Parents/Carers are informed in person and in writing in advance of any changes or class move with decisions to move children being made in line with their age and individual stage of development.

- Visits to the new class are made with children's key people and in school on moving up days. If a child requires more support this will be discussed between the key person, parent, manager and room leader and different options considered.
- Parents/carers are also introduced to their children's new key staff and in Pre School and School are invited to Welcome to Class meetings in July and/or September.
- Records, profiles and Learning Journeys are passed on and discussed with the new team.

In addition, when children move into the final year of nursery, parents are invited to an evening meeting to pass on information about the move into Pre School.

When children are transferring from the Nursery into our Reception Class we:-

- Ensure the Nursery Managers, Key Persons and the Reception teacher liaise together closely.
- Pass on records, profiles and Learning Journeys.
- Implement a transition plan which welcomes children to two formal moving up days and in addition children visit the Reception class with their nursery practitioner for stories, activity time etc throughout the Summer term.
- Hold a 'Welcome to Reception Class' meeting for parents/carers in the Summer term prior to school entry.
- Issue a comprehensive welcome and information pack relating specifically to starting school.

The transition of children from our nursery to reception class is particularly smooth due to children's familiarity with the shared environment, ethos and staff team. Children coming in from outside of Ashbridge are included in all the key transition activities to ensure a smooth transition for them too.

When children are leaving our setting to move onto another nursery or to the Reception class of another school, where possible, in agreement with parents we:-

- Liaise directly with future settings and the LEA as required.
- Pass on records, profiles and learning journeys.
- Invite future reception class teachers to visit children in our setting.
- Support the children by talking them through the changes and preparing them through activities and role play.
- Encourage families to attend induction days and visits to future schools

Where children are moving onto high school we:-

- Deliver a specific Personal Development unit dealing with change, during the summer term.
- Follow local and specific school procedures in terms of documentation.
- Support children and families in attending transition days to high school.



- Welcome and meet with transition managers from schools and facilitate meetings with pupils.
- School staff members visit local high schools to build links with future environments to support transition.

Where there are changes in family circumstances, we will:-

- Support the child to talk openly about any worries or concerns and feed this back to parents to enable support to be given at home and nursery/school.
- Provide information on the child's progress within nursery/school, to parents/guardians with legal Parental Responsibility.
- Ensure that we treat all involved equally and with due respect.
- Ensure confidentiality.
- Comply with any court order, where it applies to nursery/school.

Where children are moving home, are changing to live at two separate addresses or have new siblings we would ask parents to inform us beforehand so that we can support the child appropriately.

## **SETTLING IN POLICY**

Ashbridge always welcome parents/carers and to help facilitate this we have an open door policy.

We work in partnership with parents/carers to ensure the period when children begin nursery or school is as smooth as possible.

We do this by:

- Arranging visits prior to a child starting at nursery or school in order that they and their families may become familiar with the environment and meet their child's allocated key person and other team members.
- At the initial visit parents/carers are encouraged to begin to form positive relationships with key people/teachers involved in their child's care and education. At this visit information is shared regarding their child's individual needs.
- Prior to this visit the enrolment form is checked to ensure that all details are completed and up to date. In addition a further meeting is arranged in nursery one month after a child's start date to share information on how a child and family have settled.
- Parents/carers are welcome to telephone or contact us at any time to check that their child is settled and happy.
- For children entering reception class and other school classes in September, additional visits to class can be arranged during the Summer term.
- In nursery, for the first few sessions parents/carers may wish to collect their child early, if possible. A shorter session may aid the settling in process.
- In addition, aspects of this policy may be adapted or extended to suit individual family or children's needs.
- The Headteacher and Nursery Managers ensure that they meet with and contact new parents/carers following admission in order to monitor this process and support the child and their family.

