

## Transition

At Ashfield Plaza Day Nursery we pride ourselves in our transition procedures. This policy and procedure is intended to support staff, children, parents and carers at key transition points. The aim is to create smoother transitions within the nursery and between schools and other Early Years Settings.

### New starters

Children are offered two trial sessions, the first one when parents/carers are asked to stay and meet the key person and ensure that their child begins to settle in. The second where we ask the parents/carers to leave their child once they are settled. The next stage is for the child to start at the nursery. This gradual process allows the children to become familiar with the setting so that they feel comfortable and safe.

### Transition from room to room

This procedure starts two months before the child moves rooms. Two months prior to the transition the child is issued with a booklet about the next room which contains information about staff, routines and necessary items they need to bring. At this point, the parent will be informed about who their child's next key person is going to be. One month before the move the child will begin trials to the room, they normally have four, each one increasing in length and at different parts of the routine. The child's current key person will take the child to their next room and introduce them to their new key person. Each time a comment will be written in the child's diary explaining what experiences they have taken part in, in their new room.

For children who attend our nursery as well as another setting, we will send a letter to them once a term requesting information about the child. This information is then stored in the child's development file and strengths and weaknesses are taken into consideration and worked towards.

### Transition to school

In the April before children move to school in the September, we will ask parents which school their child will be going to. Once we have this information we will contact the schools and ask them if they would like to visit the child in our setting, or if they would like the child's key person to visit the school for a discussion with the child's new teacher.

Before the children leave nursery their key person will complete an assessment on exit, this will be forwarded to the new teacher so that they have an understanding of the capabilities of the child, and where we believe they are in line with the EYFS. The child will also complete a transition booklet where they explain their own likes and dislikes, which will also be given to the school.

<i>Signature Assessor</i>	<i>Date</i>	<i>Countersignature Designation</i>	<i>Date</i>
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