

Transition Procedure



Transitions

There are four main types of transitions that happen at Little Learners Nursery which are listed below:

- A child leaving the setting and not attending another childcare setting.
- A child moving to another childcare setting.
- A child leaving and starting school.
- A child moving from one room to another within the Nursery

During any type of transition we offer our support to both the child and the parents as this is a time of change in routine, peers, practitioners and activities. We plan for every child's transition and keep parents fully involved in the plans that we put into place.

Links with Other Settings

When we care for children with one or more additional settings, including part time school, the child's key person initially makes contact with the setting, usually by telephone. They will then discuss any important information that needs to be shared and gain an understanding of the child's progress regarding development.

After this initial conversation a record is kept of what was discussed and this is passed onto the child's new key person.

During the time that the child attends an additional setting, termly reports are sent detailing any learning, development and any other important information that needs sharing. Any information received is passed onto the child's key person and then kept in their Learning Journey for reference. All of the above is carried out with parental consent.

Home Visits

Home visits are offered to all children when they start at Little Learners Nursery. This is a time where the child's new Key Persons can visit the child and their family at home.

The Key Persons can observe how the child behaves in their familiar surroundings with familiar people. This is also an ideal time for the Key Person to go through the relevant paperwork and to talk with the child's family about their interests, likes and dislikes, other groups they may attend, dietary requirements and any other information that the family feels is important to know.

School Leavers and Visits

The process of preparing a child for their transition to school begins when they start in the Pre-school room. During this process their Key Person works on a transition schedule to ensure the child is school ready. This happens through group times, group and individual activities, story times and role play.

Once the parents know which school their child will be attending they are asked to let their child's Key Person know. The Key Person will then make contact with the school and invite the teacher to visit the child at the Nursery. If this cannot happen the Key Person may offer to meet the teacher at the school or hold a telephone conversation with them.

During the teachers visit/key person visit/telephone conversation the Key Person will hand over any important information about the child. This is all done with parental consent.

Before the summer break the Key Person will ensure that the child's new teacher has received their Learning Journey by hand and any other important documents. The school must sign a form when receiving these. If the child's new school is more than 8 miles from the Nursery then the Learning Journey will be given to the parents and they will be asked to deliver it to their child's new school. If this happens the parents would need to sign a form to say this is happening.

What happens if a child leaves the Nursery and is not attending another setting?

If a child leaves the Nursery and does not attend another setting we plan for the child's transition from Nursery to home.

The parent signs for and takes the child's Learning Journey and is asked to pass it on to the child's school or next setting when they start.