



Transitions Policy and Procedure

Coming to Little Saints Nursery

The nursery takes children from a variety of backgrounds and as a result has transitions in place to make everybody feel welcome.

The nursery tries to keep familiar staff in the same room. The nursery will provide continuous provision of toys and equipment in each area and tries to keep favourite activities available until the children have settled.

Children will be allowed to express their anxiety in whichever way they feel most comfortable with; staff will support them through this time. Parents are welcome to help settle their child into the nursery, supported by the staff.

- Visits by parents and children prior to starting
- Parents evening to welcome new families
- Induction sessions for children with or without parents
- 'All About Me' forms
- Admission forms for inclusion
- Staggered intake in September/ shorter session times
- Work with parents/carers to make them feel welcome
- Phone calls, emails and notes in home book sent home when the child first starts.
- Parents are asked to complete detailed forms to inform the nursery of any safeguarding issues.

Moving Upstairs from Downstairs

- Transitions between areas during different times of the session to make sure that children become familiar with the new children/staff and area.

Moving to School

- The nursery will provide documents for parents about transition, for them to completed forms with their child and have their own input.
- The Key Person will complete a development record for the parents/carers to share with school and then to keep for the future.
- Invite reception class teacher to nursery to meet the children and Key Person.
- Share verbally any extra information about children.
- Forward a copy of any SEN documentation and IEPs
- Share safeguarding and Child Protection information and documents.

Key Person

- The nursery will allocate a Key Person to each family to make sure that all parties are involved in nursery life; and that information is shared.
- The Key Person will engage with each carer that is involved with the child.

English as a second Language

Where a family has a language other than English as a home language, the nursery will endeavour to provide information in that language to make the family welcome.

This policy was adopted on:

Signed on behalf of the Committee:

Position: \