



Transition Policy

Our Aims:-

- To help all children to feel secure, confident and excited about the different times of moving on.
- To ensure that each move takes place as smoothly as possible for each child.
- To closely liaise with and fully inform parents at each stage.

Transition from home to pre-school

Parents/guardians of children on the pre-school waiting list are contacted by letter using information from the pre-school waiting list following the guidelines as stated in the Admissions Policy.

The letter enables parents to choose the sessions that they wish their child to attend and details information with regard to the Nursery Entitlement Grant or the fees which will need to be paid, as well as the session times.

The parents are then sent a letter advising them that they will be offered the opportunity to have a home visit if they would like one. This will be undertaken by a senior member of staff together with a committee member at a mutually convenient time. The parents will be given the setting 'Welcome' booklet and the child a book showing some aspects of the setting through photographs.

The child will then be invited to attend for a visit at the setting with a family member for an hour's visit prior to starting at the pre-school. Ideally this will be undertaken within a group of other new starters but may take place within the normal course of a session dependent upon the time of year.

This visit to the setting will enable the parents to meet with the child's keyworker and to receive the necessary forms for completing with regard to the child's personal details etc. The child will be able to engage with the activities and resources as well as meet members of staff and other children.

For the first few sessions that the child attends, parents are welcome to stay as long as they feel it is necessary, however, they will be supported to leave their child. Parents will be telephoned if the child is a little unsettled and various options can then be discussed.

Children are welcome to bring a toy or comfort object from home which they can keep or place in a basket for safe-keeping as necessary.

Transition from pre-school to reception class

With the support of the Local Authority and schools we will do our best to provide parents with relevant information regarding information regarding selection of schools and the transfer process.

The pre-school is keen to develop links with the primary schools that the children will feed into. In the summer term all reception class teachers will be invited by letter to visit the pre-school in order to meet the child/children who will be starting in their school.

The pre-school will talk with the children positively about moving to school and use books - both fiction and non-fiction as a means of supporting this transition.

We will collate information from the child, the family and other professionals to ensure that all relevant information is handed to feeder schools to ensure continuity and progression for the child.

This policy was adopted at a meeting of

Elworth Pre-school Group

Held on

..... (date)

Date to be reviewed

..... (date)

Signed on behalf of the management
committee

Name of signatory

Role of signatory (e.g. chair/owner)