



ROMPERS PRIVATE NURSERY

TRANSITION POLICY



Policy Statement:

Changes can be stressful for some children; transition to school and between rooms can cause anxiety for both children and parents. At Rompers every child is treated as individuals as they have their own set of needs for transition through rooms or to primary one. Some children will find it exciting and something to look forward to while others may have concerns and worries. Transitions at Rompers are based on the age and stage of the child and this is deeply considered by management and staff before approaching parents.

At Rompers our key to successful transition is effective communication between the child, parents and staff.

It is important to create a positive and supportive environment for both child and parent. Many children will ask lots of questions about school/new room while others may not. We will listen to the children and provide as much information to both parents and children. We will listen to children's hopes and questions about school/new room and respond in a supportive and positive way.

Within this policy we include transition from room to room within Rompers, as we want all children and parents to find this transition effective.

Aims of this Policy:

- To provide a range of experiences for children which will support them in transferring from Rompers to primary schools
- To ensure babies are ready physically and emotionally for transitions to our Toddler room
- To ensure toddlers are given a range of experience to enable the move from toddlers to Pre-school which is dependant on each individual child's development
- To provide suitable information on transition arrangements to all parents
- To ensure continuity of experiences, provide information to the receiving room or primary school

Procedures:

Transition to primary school

- Offer children opportunities and activities which will familiarise them in primary school settings
- Read stories and develop discussions about school
- Setting up role play contexts
- Be available to answer questions and concerns
- Invite P1 teachers into our setting to share information and meet children
- Offer to take children on school visits
- Provide written reports for primary schools

Transition room to room

- Inform parents in advance of moving from room to room and possible moving date
- Be available to answer questions and concerns
- Transition pack to be made up and given to parent/carer 1-2 weeks in advance
- My World Transition form to be completed by staff and given to next room previous to visits commencing
- When visits start, a diary entry should be completed on *ParentLink* each visit to share how the child got on in the room with parents
- Staff must give feedback to room staff after each visit
- The child's new key worker has overall responsibility of the child during the transition visit, this includes ensuring the child feels welcomed, nappy changes, diary entries and any other relevant things are completed. If management feel any aspects of the child's care has not been up to the standard expected, the child's new key worker will be held accountable.
- If a child is in nappies, their box should travel with them there and back for each visit
- If sunblock is in use this must also travel with them there and back for each visit
- Staff must communicate effectively with parents/carers and staff throughout the whole transition period.
- Parents will be informed that if they wish to arrange a meeting with their child's new key worker and have a *mini viewing* around the new room this will be arranged at a suitable time.

Learning Journals:

- When a child begins in a room, their start date will be recorded on the back of the yellow T card displayed in the office, this information will be used by management to create PDF learning journals.
- A PDF will be created of a child's learning journal when leaving the Baby room, this will begin from their first day at Rompers and will be documented up until and inclusive of their 4th week of transitions.
- The PDF will be copied onto a Rompers branded memory stick and placed in a red bag with the appropriate tag "*My Memories from the Baby Room*", this will be sent home with the child on their last day in the Baby room.
- A PDF will be created of a child's learning journal when leaving the Toddler room, this will begin from their first day in the Toddler room and will be documented up until and inclusive of their 4th week of transitions.
- Practitioners in the Toddler room will ask parents to bring in their memory stick on the first day of transition visits to allow time for it to be brought in and the PDF created.
- The next PDF will be copied onto the same Rompers branded memory stick and placed in a red bag with the appropriate tag "*My Memories from the Toddler Room*", this will be sent home with the child on their last day in the Toddler room.

- A PDF will be created of a child's learning journal when leaving the Pre-school room, this will begin from their first day in the Pre-school room and will be documented up until their second last week at Rompers.
- Practitioners in the Pre-school room will ask parents to bring in their memory stick on receiving the notice from parents of the child leaving.
- The next PDF will be copied onto the same Rompers branded memory stick and placed in a red bag with the appropriate tag "*My Memories At Rompers*", this will be sent home with the child on their last day in the Pre-school room.
- When a child leaves without transitioning room, the key worker has responsibility to ask the parent for the memory stick and ensure the PDF journal is created and copied, with the appropriate tag "*My Memories At Rompers*" to be gifted home on the child's last day within the setting.
- Team Leaders will use the PDF Learning Journal Form to support this practice.
- In the event of a parent losing a memory stick, replacements will be given.
- Terms and conditions for parents receiving their child's learning journal will be strictly followed, please see "*Information Sharing, GDPR and Consent Policy*".

Monitoring:

- Monitor arrangements annually for P1 moves
- Continue to monitor room to room moves
- Seek and value feedback from parents
- Review moving room information termly during new block of transitions
- Listen to feedback from parents

Parents will be asked to sign when registering at Rompers to say that they have been fully informed that this policy is available in the parent policy folder in the cloakroom and available to view online at the nursery website.

Policy Adopted:

Signature: _____

Designation: Owner/Manager

Date: 5th January 2015

Policy Review:

Signature: _____

Designation: _____

Date: _____

Policy Review:

Signature: _____

Designation: _____

Date: _____