

# Hind Leys Pre-School & Natural Play Centre

## Transition Policy

During transition it is vital that we identify and act upon the differing needs of each child. Some children and parents cope with transition much easier than others. We will do our best to ensure that transition is as stress-free as possible for the child and parents/carers.

### Transition to Pre-School:

- We will communicate with parents/carers as they have the first hand knowledge of their child. This information is valuable in ensuring a smooth transition into Pre-School.
- Families are able to visit the Pre-School to familiarise themselves with the setting and the staff before the child starts attending on a regular basis. If parents prefer their child to familiarise themselves with a member of staff on their own territory then it may be possible to arrange an initial home visit.
- A key person system is in place. Each child is assigned a specific member of staff who will endeavour to make regular contact with the family to ensure continuity and consistency of care during transition.
- Pre-School will work with other settings and agencies during transition to ensure continuity and opportunity for all children including those with special needs.
- Children usually start attending the Pre-School in a staggered process allowing one member of staff (key person) plenty of time to spend with the child.
- Children may like to bring comfort toys or photographs from home to help them feel secure in a new environment. Photographs may be used to make the child a 'settling-in' book. We also have a 'settling bag' which the child may take home after their initial visit.
- Each child's settling in process is reviewed each session they attend and a 'settling-in plan' is put into place to ensure parents are involved and aware of the progress and next steps for their child.

### Transition within Pre-School:

- Staff feel it is very important that certain areas of Pre-School are left unchanged particularly when we break up for holidays. Hopefully this will provide stability and security for the children on return to Pre-School and then we can begin to make changes at the children's request.
- Visits to different bubbles with peers and keyperson before children move.

### Transition from Pre-School to School:

- With the support of schools we will do our best to provide parents with relevant information regarding selection of schools and the transfer process.
- We will continue to offer an 'open-door' policy allowing visitors from the community including primary school teachers to enable all children to familiarise themselves with other adults. We will endeavour to offer support and advice to parents/carers relating to the transition into school.
- 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 may include 'social' books with information and photographs relevant to the child to make them aware of the transition process. Where possible/applicable, visits will be organised to feeder schools to give children opportunities to familiarise themselves with the setting and the staff.
- We will continue to share our beliefs and strategies for best practice regarding transition with all relevant persons.
- We regularly review our policies. If parents feel that we can improve our practice on transition we would request that they inform us so we can update our policy.