



**FEVERSHAM**  
FIRST STEPS UNDERCLIFFE

# **TRANSITIONS POLICY**

**UPDATED SEPTEMBER 2018**

# TRANSITIONS POLICY

At Feversham First Steps our aim is to work in partnership with parents, other settings and lead practitioners to ensure transition periods are as smooth and trouble free for children as possible

To facilitate transition our objectives are:

## HOME TO NURSERY TRANSITION:

- Parent/carers are encouraged to bring their child to visit for some sessions before they officially begin attending nursery
- Parents are encouraged to stay until the child is ready to separate
- Separation is increased steadily over a period of days/weeks as appropriate for the needs of the child
- Information is shared about the child's interests and routine between parents and key worker. Parent/carers are given a 'This is me' form to fill in giving details about their preferences and routine that their child has at home
- A 'key person' system is in place, this is a member of staff who your child develops a bond with that will spend some one to one time with and track your child's development, e.g. through observations and creative work
- Parents are given regular information about their children both informally/formally throughout the year. This is through their own personal weekend (routine) books, newsletters, parents evening's and information evenings

## NURSERY TRANSITION BETWEEN ROOMS:

- Parent/carers are encouraged to visit/ look around the next room, with their child, for some sessions before they move up into the next room
- The current key person will take the child into the next room on their first visit to help them settle and to form new bonds with the practitioners working in that room
- The child will then increase the time spent in the next room over the week and transition after a week unless the child needs more time
- Information is shared about the child's interests and routine between the rooms. There is also a settling in routine filled out each time the child does a transition visit into the next room, which parent/carers will be asked to comment and sign

## NURSERY TO PRIMARY TRANSITION:

- Parent/carers alongside their child are encouraged to attend workshops at the new primary school where the child will attend
- Primary staff is encouraged to visit the nursery and meet the children
- Key workers and children request to visit the school and meet the children's class teacher
- 'Going to school' becomes a context of learning
- The children have a weekend book to take onto to primary school to share/talk about
- Nursery staff prepare the Tracker and 'This is me' booklet to be taken to school for the child to give their teacher

**This policy was reviewed by management on: 24.09.18**