

Howard Street Nursery School In –House Transition Policy

At Howard Street Nursery School we believe that smooth transitions support the personal, social and emotional development, learning and future success of every child. We organise transitions around the needs of the individual child. We understand that we have a statutory duty to ensure continuity for children during periods of transition. We want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well being and their role as active partners with the setting.

We aim to make the setting a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

Currently in Place:

- Two year old progress check is shared with parents and copied to the relevant Health Visitor for the child.
- Settling in period is phased in at the child's pace.
- Transition is discussed and agreed with the parent.
- Children are transferred to the Nursery class at the appropriate stage each term
 - 31st December
 - 31st March
 - 31st August
- Children are able to look at a photo album showing Nursery activities that will be available when they transfer sharing excitement and anxieties with staff in the security of the two year old environment.
- When children have been identified for transfer their parents are notified.
- The half term before transfer is to take place the children visit the nursery class spending short periods of time getting to know the staff and the other children.
- The child's new key worker will spend time getting to know the child and showing them around the nursery.
- Parents are given feedback about the transfer visit and informed who the child's new key worker will be.
- A visit is arranged for the parents to come into the nursery class to meet staff and have a look round with their child.

- Time will be given to key workers to meet and share information and documents.
- A transition document is completed by the child's current key worker ready to pass onto their new key worker. (Refer to appendix A for template)

Date: December 2016

Date of Review: December 2018

Signed:

Chair of Governors:

Signed:

Headteacher: