



Transition Policy



1. We work closely with the local primary schools to ensure the transition from Nursery to reception class goes as smoothly as possible, also allowing a smooth transition from school to Oosc and vice versa. We also work closely with parents/carers offering assistance if necessary for completing forms and answering any questions or concerns they may have.
2. Parents/carers of new children are offered an induction appointment to bring their child/children into the Setting to look around. Parents/carers are invited to bring their child for a trial play session(s) before they start.
3. Children who attend the Out of School Club are taken to school in the morning, staff pass on information from the parents/carers to members of staff at the school (this is usually the child's class teacher). For children who are collected after school, teachers often give the Out of School Club staff information on the child's day at school which is fed back to parents/carers when their child/children are picked up.

Nursery

- a. The Nursery offers Induction Meetings for new starters where the children will meet their key person and have a look around the setting. Key persons can assist parents/carers (if required) to fill in any paper work during this meeting. Where possible, the key person will stay with that child until the child leaves the Nursery. This helps to build a bond between the child and their key person.
- b. When the child starts Nursery, parents/carers are welcome to stay for a while to help settle their child in and they are reassured if the child gets upset when parted from their parent/carer.

Transition to Primary School

- a. The Nursery works closely with the relevant primary schools. This enables us to pick up any useful information and advice given by the school and to be a familiar face for parents/carers from the Nursery.
- b. The reception teachers from the school will visit the Nursery to meet the children and to discuss with staff each child's individual development, friendship groups and any other relevant information which will give them background knowledge on the child and will help them decide which class the child may go into.
- c. Where possible we will take small groups of children to visit the local reception classes, in each school and meet the teachers and have a short play. If permitted, we take pictures of the child's new school so we can talk to the children about where they are going and what they can expect.
- d. Local schools invite the parents/carers and children to the school in the summer term for a short session visit.
- e. Children with Special Educational Needs may need more transition support and the Nursery Senco and child's key person will set up a meeting with parents/carers, the child's class teacher and the school's Senco to discuss transition, the possibility of extra visits (if required) and any extra support which may be needed.

- f. Each child has a profile and a tracking sheet which tracks their personal development. This will be handed over to the school, with the parents' permission.

Out of School Club

Children who are new to the setting are invited to a pre-visit to meet the staff and look around the setting before starting at OOSC.

This policy was adopted at the meeting of the Nursery/Oosc held on 31 January 2017

Signed on behalf of the Nursery/Oosc