

# Transitions Policy

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Presented to	Date	Signature
School Management Team		(Chair)
Collegiate		(Facilitator)
Trustees		(Chair)

All transitions into and from the Rowans Day Nursery are based on the needs of the individual child. All staff are committed to ensuring continuity during any transition so the child feels comfortable and safe.

## 1. Settling In

- 1.1. Visits to the setting before new children begin are arranged between the parents/carers and staff. These are based on the child and their parents/carers and are different in each case.
- 1.2. See Settling In Policy for a full description.

## 2. Transitions to Kindergarten

- 2.1. The Kindergarten sessions are different to nursery and children may be required to change their sessions to comply with how the Kindergarten operates.
- 2.2. Children only move to the Kindergarten when they are ready, this is based on the child and their development, practitioners in the nursery and Kindergarten and the parents/carers.
- 2.3. The matter is first discussed with the parents/carers and whether they are happy with the decision. The child's key person will provide application forms to be completed and assessed by the Kindergarten teachers before any further arrangements can be made.
- 2.4. If the Kindergarten teachers agree to proceed, a meeting is then arranged between the parents/carers and Kindergarten teachers.
- 2.5. As the nursery and Kindergarten share a garden, children become familiar with Kindergarten staff and children, which also supports the transition.
- 2.6. Children attend a trial week at Kindergarten as arranged by the staff and parents/carers before beginning officially.

- 2.7. The child's key person is responsible for passing on all developmental records to the appropriate Kindergarten teacher.

### **3. Transitions to other Settings**

- 3.1. In the case of children moving to other settings, the child's key person will ensure all records and documents are up to date at the time of leaving, ready to pass on to the new setting.
- 3.2. If needed, a nursery staff member is always available to speak to the new setting and share any information that may be useful, with the parents/carers permission.