**Transition Policy**

**Purpose of Policy**

Children experience many transitions in their early years and the nursery team are sensitive to the struggles children may have whilst going through these transitions. This policy aims to ensure that we make all transition as easy and enjoyable as possible for children and families.

Some examples of transitions that young children and babies may experience are:

* Starting nursery *(see Settling In Policy)*
* Moving between rooms at nursery
* Starting school or moving nurseries
* Changes in home environment such as family breakdowns, new siblings, moving home, death of a family member or a pet.

**Supporting Transitions in the Nursery**

The nursery will support all children in the setting with any transitions they may be encountering. Nursery staff will be sensitive to any changes in their key children’s behaviour and personality. We respectfully ask that parents inform us of any changes in the home environment that may impact on their child so the team can be aware of the reasons behind any potential changes in the child’s character.

**Transition between Rooms**

The Rainbow Nursery rooms accommodate the following age ranges:

Tiny Tots: 0-2 years

Little Rascals 2-3 years

Little Learners 3-5 years

Please note that these are only guidelines – if the team feel it is appropriate to move a child up before or after these recommended ages, the child’s keyworker will discuss with the Nursery Manager and the parents before any decision is made.

Things we consider when planning room moves

* Age – this is the most common way we decide which child is ‘moving up’ next
* Availability – Children can only move to a new room if there is a place available. This means that sometimes a younger child may move before an older child if their registered sessions are available before the sessions of the older child
* Ability – we often have requests from parents to advance a child to the next room. However, ability only gets taken into account if in the view of the team that child’s behaviour is being affected by needing the ‘challenge’ of the next room. Very gifted children are often more than happy in their room. It is unusual that a child’s behaviour will start to become an issue because they need more challenge, but when this happens, we will endeavour to move them up as quickly as possible.

**Transition Procedure**

* The child’s keyworker will discuss with nursery management team all children who are due to or would benefit from a transition to the next room. They will discuss this with the child’s parent and confirm an intended date for transition. This date should be flexible and takes into consideration when the child feels confident, secure and settled.
* The keyworker will complete a transition report for the new keyworker, detailing important information regarding the child (i.e. overall wellbeing, interests, dietary preference, specific care needs etc.) and the parent will have the opportunity to read and provide their own comments. This report will be given to the new keyworker four weeks (approx.) before the child is due to transition and the keyworkers will discuss appropriate dates and times for the child to visit their new room.
* Firstly the new keyworker will come visit the child in their current room, to build a positive relationship before starting visits to the new environment.
* Short settling sessions will be arranged for the child to go on visits to their new room to familiarise them with the routine, other children and staff members. The child’s current keyworker will accompany the child for the first couple of visits. The length of the visits will increase accordingly depending on how well the child settles. It’s important to recognise that nature and personality of the child will dictate how many visits are needed – each child is different. Please note that although every effort will be made to carry out the transition on the said day, this may change due to staff absence, but staff will keep you updated.
* The parent will receive daily feedback on their child’s transition process be informed verbally when staff feel their child is ready move into their room permanently.

Please note, children who already attend Rainbow Nursery will be given priority over children new to the service however, are not always guaranteed a space in their required room. Every effort will be made by management to accommodate transitions or requested days, however, as this is not always possible, due to availability of spaces to comply with registration requirements, parents will be given a minimum of four weeks’ notice. Management will endeavour to inform parents at least 1 month before transition, to either offer alternative days, their child remaining in current room until required days become available (depending on development needs/abilities) or for parents to seek alternative childcare arrangements. If parents choose to terminate their child’s place at the nursery, please be advised that four week notices should be given in writing.

**Transition to School**

Starting school is a huge transition and the nursery will do all it can to facilitate a smooth move. We have a variety of methods that support this:

* The nursery will provide a variety of resources that relate to the school, e.g. uniform to dress up in, a role play area set up as a school classroom, photographs of all the schools the children may attend. This will help the children to become familiar with this new concept of school.
* The nursery will welcome school representatives into the nursery to introduce them to the children.
* The key person will initiate conversations with their key children, who are due to move to school, about the school and discuss what they think may be different and what may be the same. They will talk through any concerns the child may have and initiate activities or group discussions relating to any issues enabling these to be overcome.
* There will be a Graduation Ceremony for school leavers to celebrate their time and achievements at Rainbow Nursery. At this ceremony, your child will be presented with a certificate and you will be sent a digital copy of their Learning Journal to keep.
* We will provide each school with a Transfer of Information document, to enable teachers to have a good understanding of each child received. This will include their interests, strengths and level of understanding and development in key areas. This will support continuity of care and early learning.

It is the responsibility of the parent for children to attend school visits, however the nursery will do it’s best to support with visits where possible. This will be dependent on staffing being available to facilitate this.

**Date Updated: 16th June 2023**

**Review Date: June 2024**

*This policy will be monitored in line with relevant legislation and good practice guidelines.*