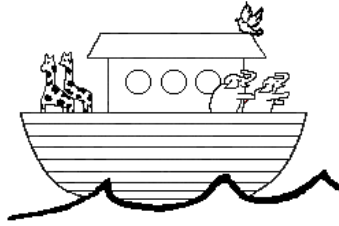


Noah's Ark



Pre-School

TRANSITION POLICY

Policy statement

Noah's Ark Pre-School takes seriously our responsibility for the children within our care. Therefore, this policy is put in place to help children's transitions be as stress-free as possible, taking into account children's individuality.

Aim

This policy establishes guidelines that promote transition as a two way process that enables parents / carers and children to feel secure during transition periods. Noah's Ark Pre-School fosters a positive culture that promotes high quality care and ensures consistency in promoting children's emotional well-being and academic achievements.

Method

- We will treat parents / carers, children and other professionals with respect.
- We understand transitions can give rise to many feelings i.e. anticipation, excitement, curiosity, anxiety, uncertainty, fear and a sense of bewilderment.

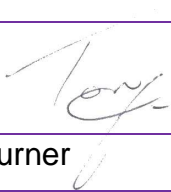
Transitions into our setting

- Parents / carers are welcome to make regular visits to the setting before their child is due to start pre-school.
- We offer open days / afternoons.
- We provide a welcome pack including prospectus, information and consent forms.
- We may offer a home visit and work with parents to ensure a smooth settling in period.
- An 'all about me' booklet will be given to the parents / carers to fill in with the child. A photograph album is given so that the child can put photos in of special places, people, toys and pets.
- A key worker (and buddy) will be assigned before the child starts pre-school.
- The key worker (and buddy) will be responsible for the child and helping them to settle in at pre-school.

- The key worker and manager are available at the beginning or end of each session to talk to parents and carers.
- We have a settling-in policy.
- We offer staggered and later starting times for new children.
- We encourage parents / carers to stay at their child's the first session at pre-school and at more sessions if needed to help their child settle.
- All parents / carers will be regularly consulted and involved in their child's learning, achievements and pre-school life.
- Parents / carers are encouraged to join the committee.
- We regularly take photographs and update the learning journeys so everyone is involved.
- Play activities will be provided in different ways and in different areas to encourage moving on and new experiences.
- Planning and enhanced provision is designed based on children's interests and staff observations
- We encourage parents / carers to contribute to their child's learning journeys.
- We will discuss children's development and listen to concerns from parents / carers without judgement.

Transitions into other settings

- We encourage communication with other nurseries, provisions and schools and attend transition meetings
- Members of staff from the above often visit pre-school, especially at transition periods.
- Noah's Ark will invite and encourage staff from other settings to come and visit the children at pre-school.
- The manager will accompany children and parents / carers on visits to future settings i.e. school or nursery.
- For each child moving onto school we create a passport for the new teachers containing key personal information unique to each child.
- Noah's Ark Pre-School will pass on relevant information to the new setting including last reviews, trackers to guide teachers on the child's development. The actual learning journey record including observations and photos will be given to parents at the end of their last term.
- We will talk about moving on to a new setting during the half term period leading up to the move, including showing children visual things from other schools and nurseries, such as pictures, uniforms etc.
- To support school readiness we practise getting ready for PE lessons, dressing and undressing independently, carrying a lunch tray etc
- We give parents helpful information to support their child to be ready for school.

This policy was adopted by	Noah's Ark Pre School	<i>(name of Provider)</i>
On	18th April 2016	<i>(date)</i>
Date to be reviewed	April 2017	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Tony Turner	
Role of signatory (e.g. chair, director or owner)	Chairperson	