



ROMPERS PRIVATE NURSERY TRANSITION POLICY



Policy Statement:

Transitioning to school/between rooms can be a stressful and anxious time for both parents and children. At Rompers every child is treated as an individual as they have their own set of needs for transition through rooms or to primary one. Some children will find it exciting and something to look forward to while others may have concerns and worries. Transitions at Rompers are based on the age and stage of the child and this is deeply considered by management and staff before approaching parents.

At Rompers our key to successful transition is effective communication between the child, parents and staff.

It is important to create a positive and supportive environment for both child and parent. Many children will ask lots of questions about school/new room while others may not. We will listen to the children and provide as much information to both parents and children. We will listen to children's hopes and questions about school/new room and respond in a supportive and positive way.

Within this policy we include transition from room to room within Rompers, as we want all children and parents to find this transition effective.

Aims of this Policy:

- To provide a range of experiences for children which will support them in transferring from Rompers to primary schools
- To ensure babies are ready physically and emotionally for transitions to our Toddler room
- To ensure parents have a clear understanding of the settling in process
- To ensure toddlers are given a range of experience to enable the move from toddlers to Pre-school which is dependent on each individual child's development
- To provide suitable information on transition arrangements to all parents
- To ensure continuity of experiences, provide information to the receiving room or primary school

Procedures:

Transition to primary school

- Offer children opportunities and Experiences which will familiarise them in primary school settings within the Primary 1 transitions group
- Read stories and develop discussions about school
- Setting up role play contexts
- Be available to answer questions and concerns
- Invite P1 teachers into our setting to share information and meet children
- Offer to take children on school visits
- Provide written reports for primary schools

Transition room to room

- Inform parents in advance of moving from room to room and possible moving date
- Be available to answer questions and concerns
- Transition pack to be made up and given to parent/carer 3-4 weeks in advance
- My World Transition form to be completed by staff and given to next room previous to visits commencing
- When visits start, a diary entry should be completed on *ParentLink* each visit to share how the child got on in the room with parents
- Staff must give feedback to room staff after each visit
- The child's new key worker has overall responsibility of the child during the transition visit, this includes ensuring the child feels welcomed, nappy changes, diary entries and any other relevant things are completed. If management feel any aspects of the child's care has not been up to the standard expected, the child's new key worker will be held accountable.
- If a child is in nappies, previous room staff should make new room staff aware
- Staff must communicate effectively with parents/carers and staff throughout the whole transition period.
- Parents will be invited to book a time slot to attend a meeting with the new Team Leader and Room Champion to discuss their child's needs and have a mini viewing of the room.

Learning Journals:

- When a child begins in a room, their start date will be recorded on the back of the white T card displayed in the office, this information will be used by management to create PDF learning journals.
- A PDF will be created of a child's learning journal when leaving Rompers, this will begin from their first day at nursery and will be documented up until their last week at Rompers.
- The PDF will be copied onto the same Rompers branded memory stick and placed in a red bag with the appropriate tag "*My Memories At Rompers*", this will be sent home with the child on their last day at Rompers.
- Terms and conditions for parents receiving their child's learning journal will be strictly followed, please see "*Information Sharing, GDPR and Consent Policy*".

Monitoring:

- Monitor arrangements annually for P1 moves
- Continue to monitor room to room moves
- Seek and value feedback from parents
- Review moving room information termly during new block of transitions
- Listen to feedback from parents

Review:

Date	Management	Track of Changes
August 2021	P. Guthrie	none
August 2021	P. Guthrie	Addition of mini viewing/meeting with TL in next room. Changes to PDF journal – now one when leaving. Other minor system changes.