**Transition Policy**

**This policy should be read in conjunction with the: Data Collection Policy, Key-person Policy, Equality and diversity Policy, Parent Partnership Policy, Admissions Policy, Observation, Assessment and Record Keeping Policy and E-Policy. Also correlates with the EYFS April 2017 – sections: 3.27, 3.68, of which all set out the frameworks for supporting staff, parents/carers and children.**

**Introduction**

This transition policy refers to the transitions that children attending Patcham Village Pre-school encounter. It specifically refers to transitions during the session and the transition from one setting to another.

**Variations will apply in the event of a pandemic to how transitions are managed.**

**Purpose**

We believe that children at Patcham Village Pre-school should feel:

* Safe and happy;
* Emotionally secure;
* Comfortable in the setting and with the adults;
* Supported on an individual basis;
* Able to embrace new experiences with a positive attitude.

Staff at Patcham Village Pre-school should:

* Encourage parent partnerships
* Understand the importance of building good relationships with children
* Use the Early Years Foundation Stage (April 2017) to support transitions
* Respect children’s individual needs and how this may affect the transition

**Transition Guidelines:**

**How do we support transitions throughout the session?**

* A large Visual timetable and smaller visual timetables are used to show children the order of the day (two monitors are chosen to post the pictures into the finished box from the large visual timetable when the activity has come to an end.
* Three-minute warnings are given to children throughout the session to indicate when something is about to close or about to happen (for example when the snack is closing, before tidy up time). A bell is rung to support this by attracting children’s attention; a three minute sand-timer supports this.
* Key person system allows practitioners to form good relationships with the children, which in turn helps with how support will be given to each child during a transition process.

**How do we support children when they start Pre-school?**

* A home visit may be made if necessary
* By opening alternative lines of communication with parents who are hard to reach or working and using the services of child-minders, i.e. home diaries, face-book, email etc.
* By working closely with child-minders and other/previous care-givers of the child
* Our open-door policy encourages parents to visit prior to starting and at any other times.
* Parents are sent a ‘Welcome’ pack explaining all routines and relevant information
* Parents are asked to complete a starter form when starting; which provides us with initial insight into individual children and their families and are updated annually.
* A key person is allocated to all children
* This key person will settle the child into pre-school through discussions with parents and knowledge of child.
* Practitioners are aware of and support families with English as a second language and children with any religious/ culture needs that may affect the transition process
* The parents will be encouraged to assist with the settling in procedure
* Comforters are encouraged during this transitional period.

**How do we support children with the transition between settings?**

* Practitioners will prepare children for any move to another setting by age appropriate discussions, stories, activities and role-play.
* Parental support is encouraged
* Sharing relevant information with new settings including friendship groups if applicable
* By inviting practitioners/teachers from new settings to visit children
* By arranging visits to new settings for children and staff
* By completing transfer documents for every child transferring to another setting or school

At Patcham Village Pre-school we aim to support all children on an individual basis, taking all information given by parents to ensure they experience smooth transitions.

This policy was reviewed on 28th July 2020 and replaces that which was adopted by Patcham Village Pre-school on 5th July 2019

Signed by: :

Manager (Janet Hornsby)

Date: