



Transition Policy (linked to the Admissions Policy & Safeguarding Policy)

Statement

'Children may move between several different settings in the course of a day, a week, a month or a year...Children's social, emotional and educational needs are central to any transition between one setting and another or within one setting... Some children and their parents will find transition times stressful while others will enjoy the experience.. Effective communication between settings is key to ensuring that children's needs are met and there is continuity in their learning' DFES Early Years Foundation Stage.

Aim

Kingston St Mary Preschool is committed to ensure a smooth transition between settings and key workers for children, parents and practitioners.

Transition into Preschool

- **Enquires** – leaflets and posters are distributed throughout the local community. The paper version of the Parent Booklet is available from the preschool and the local Primary school. The preschool website is frequently updated. The Preschool invites parents and children to visit the setting.

Starting the Preschool – Parents are encouraged to make frequent short visits, with their child/children, to the preschool before the agreed start date. Welcome letters including relevant documentation concerning the child, (registration form, permission forms, additional information) will be completed.

Note – child will not be able to start without completed documentation (links to safeguarding policy)

- **Settling In** – the preschool encourages a relaxed and flexible approach. Practitioners will work with the parents to ensure settling in is as smooth and happy as possible for the child, parents and practitioners. Parents are encouraged to say goodbye when leaving their child and to allow their child to bring in comforters. Phone calls, texts (if agreed) will be made between the preschool and parents to help allay any concerns (*links to Settling In Policy*).

Parent's Evening - In the autumn term the preschool holds an evening for new parents. All staff highlight the main aspects of attending preschool. Parents are encouraged to ask questions. Staff introduce parents to encourage peer support.

Sharing of information – (This forms part of the permission's form.) Information is shared between practitioners and parents via informal chats at the start/end of sessions.

Some information may be written into the daily diary such as if the child has had an unsettled night or if there are visible marks on a child (part of Safeguarding policy). Home Books can be set up for shared communication. Formal Parent Consultations are made between the keyworker and parents twice an academic year. This can be more frequent to meet the child's needs if required. If a child attends another setting, written parental permission will be sought, on admission, to share information between the settings.

Transition from Preschool into School

- **Teacher visits** - Teachers of schools are contacted and invited to visit the preschool to meet the child/children. (Kingston St Mary is on a more informal basis).
- **School Visits** -*Kingston St Mary Primary School* –Informal visits to the school are made. Parents are encouraged to attend visits to their allocated school.
- **In Preparation for School** – Reception Teachers are asked their expectations, such as independence (toileting, putting on coat), following instructions.
- **Discussions** – When schools have been allocated. Starting school stories are read and discussed. Children are encouraged to talk about their school visits. Ongoing discussions with parents help to keep staff and parents aware of how the children are coping with the transition.
- **Parent support** – This can be an emotional and scary time for parents. Staff will support and guide parents on where to find out more information if required. Suggest and encourage where needed.
- **Practitioners Links to School** – For each child, Transfer forms are completed, discussed and signed by each parent/carer. These are forwarded to the respective school. Preschool staff are always happy to discuss the forms with the Reception teacher if additional information is required and parents are encouraged to share their child's file with the teacher if they wish to.
- **Leaving Party** – Children due to start primary school are invited and takes place usually on the last afternoon of the summer term. There is a party lunch, provided by the preschool. After lunch, the children's families are invited to attend a short ceremony where the children are given a named P.E bag donated by the preschool.

- **Children's Development File**– The child's file recording their time at preschool is put in their named P.E bag and given at the Leaving Party.

**** Images of children are kept for varying times after a child has left the Preschool.eg,. scrap book, website, preschool walls. Please see the policy on Photographs ****