



**Ghanshyam Nursery School**

'Laying the foundations for life'

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# Transition Policy

Updated: [August 2021](#)

Presented and Agreed by Governors:

Review Date: [August 2022](#)



My transition pack

My name:

Room I am moving into:

Name of person (s) completing this pack:



## Transition policy

Ghanshyam Nursery School is committed to safeguarding and promoting the welfare of children as we believe that this is of paramount importance. We expect all staff and volunteers to share this commitment. We uphold the rights of everyone to equality under the law regardless of gender, age, race, belief, ability, disability, sexual orientation or identity.

We believe that our core school motto ('Laying the foundations for life' - We strive to provide the highest quality childcare facilities and personnel for the social, personal, cultural and religious advancement of the child) and British values are not mutually exclusive. We focus on ensuring our work is effective in securing this motto; challenging children, staff and parents/carers who express opinions contrary to the British values with regard to our duty to prevent extremism and radicalisation. Ghanshyam Nursery School has the highest regard for the safety of the children in our care and will carry out its duties to safeguard and promote the welfare of children at all times.

When children are moving through the nursery to the next age staged room, this can be very distressing for both children and parents. As carers, we need to ensure we are making this transition run as smoothly as possible. In order for us to do this we need to communicate with each other and parents.

Please see below for the good practice transition guide for practitioners.

1. Once a child is ready to move into the next stage room and there is a space for them to do so, the manager will speak to the key person and room leader to ensure the child is ready to make this transition.
2. Once this has been agreed, a provisional move date will be put in the diary. This is subject to change if the child is not ready at the date of moving.
3. The manager will contact the parents to arrange a meeting to inform them of the move and to show them around the next room and to introduce the staff. Parent's views will always be taken into consideration and reassurance will be given when needed.
4. A transition handover sheet will be completed by the current key person who will have all of the child's needs, as well as information regarding their new key person. This is shown to parents to read and sign and then a meeting is organised between both new and current key carers to hand over all information verbally as well as all written down.
5. Once this handover sheet has been completed, all relevant items should be in place to help make the child feel comfortable. This includes any photos or familiar items/ toys.
6. Children are then taken into the new room for short visits with their key carer. This should be no longer than an hour, and then increase to a few hours when the children become more familiar to the new room and staff. A settling record sheet should be filled out by the current and new key person.
7. Once both current and new key person feels that the child is ready, they can begin to be left with the new key carer for no longer than an hour, and then increase to a few hours when the children seem confident to do so. This will then extend to doing a morning or an afternoon session and then onto a full day.
8. Parents should be given regular feedback from both key carers on a daily and weekly basis as to how their child is getting on. The manager will be in regular contact with parents also.
9. The transition box with helpful books and aids should be used to help with this.

10. On the week before the child is due to leave the current room, the key carer should remind parents about the move and check they feel confident for this move. If they are not, or the child is showing signs of not being ready, the manager will put an action plan in place with key carer and parents.
11. On the child's last day, children should be given their leaving pack which will include their leaving certificate and leaving card. Both key person and room leader should be available to say goodbye to the child. Parents should also be offered to see their child's portfolio
12. On their first day, the new key carer should be available and should call the parent to let them know how their child has been. A sticker/ star should be put into the child's daily book.
13. The manager will send a questionnaire to parents to fill out as to how they feel the transition went.

Settlings to the next room should be a slow process and ideally should start about one month before hand. Please remember every child is an individual and therefore this is a guide for you to follow.

## All about me moving rooms

Name of child:
Date I will be moving into my new room:

Information gathered	Comments from current key carer	comment from parents
Dietary requirements (allergies/restrictions)		
Personal needs and medication		
Any special requirements		
developmental information		
Likes		
What I am unsure of		

Handover sheet signed and dated:

Current key carer
New key carer:
Room leader:
Nursery Manager:
parent:

My settling details:

Date my visits started:
Name of my key person
Name of new key person:

Date	Duration of visit	Details of visit (how did this go)	Action or follow on?

**Transition checklist:**

What to do	Date completed
All staff who care for the child who is moving is aware of transition details	
key person and secondary key person is in place	
parents have been informed of the move	
Handover sheet is completed	
Meeting has been arranged with the new and existing key person	
Meeting has been arranged for Parent and Manager or existing key person	
All new items have been made for the new room e.g. photos/ familiar items	
Learning Journal is up to date	
Leaving pack, card and certificate has been made and ready to give to the child on their last day	
1 <sup>st</sup> Day picture has been given to parents and one has been put in the child's file	
Manager has made contact with the parents after one week and questionnaire has been sent out	



My leaving pack

Today I am leaving:

To go to:

A large empty rectangular box for writing.



*Certificate of Achievement*

*This award goes to:*



For successfully moving to the \_\_\_\_ room.  
Well done!



Date: