



Grandpont
Nursery School & Childcare

TRANSITION POLICY

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General principles

Learning is a continuous process, taking place in all settings and therefore it is necessary at each stage of education to take account of children's previous, current and expected experiences. Continuity is most likely to be achieved where there are common and clearly understood aims, objectives and values on which are built the attitudes, expectations, relationships and physical environments which the children experience. This policy focuses upon the transfer to Grandpont from the child's home or previous setting (settling in process) and the transfer from Grandpont to the next stage of schooling.

Aims

We aim to make the transition to and from Grandpont, and within Grandpont as smooth and happy a process as possible.

We aim to make links with families before the child is due to start.

We aim to create an ethos of partnership between home and school.

We aim to support **Parents** in their choice of school and in their children's transfer. We do this by providing information on the various options available to them and then procedures for admission.

We aim to provide the **Children** with accurate information about their new schools, encouraging them to see their new schools as positive environments and discussing with them any problems or worries they have.

For the **Receiving Schools**, we aim to send children on who are confident in their learning and their use of the Early Years environment.

Our settling in procedures

The Mulberry Room (Childcare)

Once a place has been offered the under threes/over threes co-ordinator will call the parent of the child and make an appointment for them to visit the setting and spend one to one time with the parent to gather information about

the child and fill in the child profile form whilst the child gets to know the setting and their key person. On that day they will decide between them how they will organise future visits before the child actually starts. This is the beginning of a very important partnership between the parents and Grandpont.

The Nursery School

Places are offered the half term before the child starts. Once children have been offered a place we encourage parents to visit with them as much as possible. This enables the child to become familiar with the nursery environment and the staff, whilst having the security of being with their parent or other carer.

When children transfer from the under threes to the 3-5 area, the transition is very carefully planned for, and begins the term before they transfer to the over 3's. The under threes Key Person and the 3-5 Key person to be, will work together before the child transfers so that the process is as smooth as possible.

Our rising 3's spend more time in the shared area with the older children and a member of staff from the 3-5s takes responsibility for them in that area. They pass on observations and information to their Key Person. This contributes to an extremely smooth transition within the centre.

We link with the playgroup and visit to meet the children and liaise with the staff. The playgroup in turn visits the nursery and passes on a summative report on transfer. We link with other settings and Child Minders when necessary.

Before each child starts Grandpont their Key Person will visit them at home. If a home visit is not possible the Key Person will arrange to meet parents at school. This enables both parents and children to meet the staff member on familiar and secure ground. This is an ideal time to tell us about your child and find out more information about the nursery. Parents are given two dates when they are offered a place. The first is a home visit date and the second is a starting date. The home visit takes place either at the end of the term previous to the child starting, or at the start of the child's first term. The starting dates are staggered, over about a week, to ensure that the children and parents receive the individual attention they need.

We encourage parents to stay with their child for as long as their child needs them. It is important that children feel both happy and secure in their

environment. In this way they will become confident and effective learners. During the first term your child may need the security of being left with their group leader. The Key Person will be timetabled to be somewhere in the building, which encourages children to experience different areas.

Parents are invited to a new parents meeting at the beginning of their child's time with us. The headteacher explains in more detail how children are learning through their play within the Nursery School environment. This is an ideal time to share and discuss concerns and issues raised by parents. We also have a new children's Tea Party each term for all new children and their families. At the end of the first term we set aside some time to talk to each new parent about their child and how they have settled.

Guidelines for transfer to next stage of schooling

Relationships with the two nearest schools, St. Ebbe's and New Hinksey Primary School, are fostered by joint INSET where relevant and mutual invitations to social events, such as the Christmas Bazaar. More formal liaison with these and the wider school community, takes place through The Cherwell Partnership of schools and in structures such as the City heads meetings and Foundation Stage CC Reach Area moderation meetings. Children will visit their receiving school during the term in which they leave. The reception teachers reciprocate by visiting their prospective pupils in the nursery.

We are often invited to join in special activities with them, such as during Art Week, special performances and assemblies. At St Ebbes, we are invited to the Christmas and Summer productions This liaison is an important part of our work in making children feel positive about the schools to which they are going.

We also have links with the local Roman Catholic School, St. Aloysius, and will liaise and communicate thoroughly with any other school to which a child transfers.

The records that are compiled during a child's time at Grandpont are sent on to the receiving schools. These records link directly with the EYFS and so can be continued until the end of their Reception Year. Time can be made available to discuss these, in general or in particular, with the staff of these schools. Forms indicating record of involvement in Special Needs, as in line with Code of Practice, will be sent on to the receiving schools by the SENCO and discussed with staff wherever appropriate. Extra transition meetings are

set up for SEN children where necessary, with staff from both schools, and Teaching Assistants often support children with SEN, in making extra visits to their schools. Where appropriate, the designated Safeguarding Lead will liaise with the Safeguarding Lead in the receiving school. The Grandpont outreach worker, will also communicate relevant information to the receiving school. Further reference should also be made to this in the school's policy document on Assessment, Recording and reporting.

Although we have close relationships with receiving schools, we cannot recommend any particular school; our task is to support parents in their decision and will discuss with parents any concerns they may have about transfer. We encourage parents to visit all likely future schools before applying for admission to any one. During our initial home visits, parents are advised to start this process.

Last reviewed Autumn 2017

Signed _____ date _____ Chair of Governors

Signed *UJ Fern* date; November 2017 Head Teacher

Next review Autumn 2019

APPENDIX

Information for Parents:

Helping your child to settle at Grandpont Nursery

We like to make your child's transition to Nursery as smooth and as enjoyable as possible. We hope these guidelines will be helpful for your family.

Before your child starts:

- You will be able to discuss needs, interests and concerns at the home visit
- Your child must visit with you before he/she starts at least 2 times, between 9.30-10.30 or 1.30-2.30. During this time you and your child can explore different parts of the Nursery, inside and out. It's a good idea to play with your child at first.
- The Key person will usually be in the Nursery, and you will also meet the rest of the staff.

Once your child starts:

- You should still come into Nursery and settle your child. You could read a book together or play with something your child enjoys. At first you may find your child likes to go to the same area each day.
- As you arrive, please say hello to your child's key person and help them to self register.
- When it's time to leave, it's best to tell your child you are about to leave, and then leave straight away. Your child's key person and the other adults will look after your child. Sometimes your child may cry for a few minutes, but this usually stops very quickly. We will always phone you if we feel concerned about the happiness and well-being of your child. (we don't have to do this very often!)
- We encourage parents to leave by 9.15/12.45, but its fine to leave earlier if you feel your child is ready.
- It is always fine to have a brief chat with the Key person or another adult, but if a longer conversation is required, you can make an appointment. It is important for all staff to be able to concentrate on the children during the session.

We hope you have found this useful. We really look forward to getting to know you and your child, and hope very much that you time at Grandpont is happy and fulfilling.

The Nursery Team