**Tots 2 Toddlers**

**Transition**

Intent of Policy:

Children will be supported through transition when they progress through nursery transitions and leave to go to school, this should be relaxed and exciting for the child and the nursery will work with the parents or carers to make it as unstressful as possible.

Implementation of Policy:

Room Transfer

* Parents/guardians will be informed of any move of room and will be invited to meet staff and look around the new room with their child.
* After the first initial visit, the children will have visits to their new room for six weeks, building the time they stay from 1 hour to a full morning or afternoon.
* The child’s key person will take the child from their room and stay with them if they require on their first visits.
* The new key worker will introduce themselves to the parents and will begin to develop the relationship.
* The child’s learning journey will be given electronically (on Tapestry) to the new room for the new key worker to go through.
* An email detailing all the information for transitions will be sent to parents of transitioning children.

Children leaving to go to school

* We will ensure that the children are informed about moving onto school through stories, pictures and circle time.
* We will also encourage teachers of the schools the children will move to, to visit the children in the nursery environment.
* We will prepare any reports necessary to help the children’s transition to school.

We will always try to make any move for the children as smooth as possible and will help the child and their parent as much as is necessary with any transition their child may need to make, being it moving to school, another nursery, moving house, etc., and would encourage parents to make us aware of any changes to their child’s life that we may be able to help them with.

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| Review Date: | Signed: | Next Review Due: |
| 01/09/2021 | H Waller | 01/09/2022 |