



Transition Policy

At Little Bicks we endeavour to ensure a smooth transition for children between settings. Children and parents/carers need to feel secure and confident to face the challenge of changing settings. We recognise that children are vulnerable at stages of transition. We implement a range of strategies and activities to ensure a smooth and happy transition.

What we aim to do

Little Bicks is committed to ensure a smooth transition between settings and key persons for parents, children and practitioners.

How we will achieve this

Starting at Little Bicks

- Before starting at Little Bicks parents will be invited to see the setting and ask any questions prior to registration.
- All families are offered home visits where they can meet the senior manager and spend time reading through the Little Bicks Welcome Book. In this book there is all the information they need to know about the setting.
- At this home visit the practitioner can meet the child in their own setting and they leave behind a picture book that details certain aspects of nursery life.
- For the parent/carer an information sheet is left for them regarding the settling in sessions and first day.
- We encourage parents to call during the first few sessions so the practitioners can communicate how the child is settling in.
- For the first 5 sessions settling in sheets are completed daily and sent home for the parent/carer to read and comment on.

Moving on from Little Bicks

- The manager or room leader will contact the next setting to discuss each child that is moving on.
- The key person will complete a transition form in the child's last term which summarises their learning and development plus any other additional needs they may have. These are then sent onto the next setting.
- All settings will be offered the opportunity to come and see the child in our setting and meet with the key person or room leader.
- Wherever possible the key person will spend time discussing the future setting and what changes the child may expect to prepare them.

- In the summer term we dedicate planning time to discussing new settings and create a role-play area using school uniform.

Sharing information with other settings

- If a child attends another setting whilst with us we will share our termly report forms formally with them. Informally we will continually share information about their care at pick up/drop off times plus through the parent/carers. We will request information from the other settings about the learning and development of the child in whichever format they usually use.

Date policy was reviewed	March 2021
This policy is due for review before	March 2022