

## **Transition Policy**

The child's key person will inform the staff member who is to become the child's new key person about the child by:

- 1) Ensuring records are up to date and transferred to the appropriate.
- 2) A transition meeting will take place and allow staff members to discuss the child.
- 3) The child is introduced to their key person and when the child is settled and confident with their key person; then and only then will the transition proceed.
- 4) If the child is not ready to be moved up, they will stay with their key person until they think the child is ready.

**Children moving on:** When a child is pre-school and moving to school. The pre-school practitioner will get in touch with the child's school and arrange a visit for the child/children. All records will be up to date. A progress check summary sheet will be written and sent home to the child's parent/carer with their achievements file, prior to the child leaving. There will be a final parent's day/evening arranged after this, for the parents who wish to discuss anything about their child. A copy of the child's transition report and most recent assessment will be sent to the appropriate school, parents will then be asked to fill in an exit questionnaire this is to ensure we maintain a high-quality service.

Dinky Dales Nursery Ltd follows Westmorland and Furness Council Transitional Timetable. This lays out what we can do to support the transition and get the children physically and emotionally ready for the move to a school.

Some parents may choose to home school their children after nursery. We will respect their decision and offer support where possible.