



**Grandpont**  
Nursery School & Childcare

# **Grandpont Nursery and Childcare**

## **Transition Policy**

## **TRANSITION POLICY**

This policy focuses on the transfer from a child's home or previous setting to Grandpont; the transition between Childcare and the Nursery and the transfer from Grandpont to the Reception Class at Primary School.

### **Aims**

To create an ethos of partnership between home and school.

To make any transition as smooth and happy a process as possible.

### **Settling in procedures**

- ***Childcare (Blossom Room)***

Once a place has been offered the Childcare Manager will make an appointment for the child's parent(s) to visit the setting. The Childcare Manager or Deputy completes a child's 'communication passport' with the parent, whilst the child gets to know the setting and their Key Person. A mutual decision is then made about further visits before the child begins at Grandpont.

- ***The Nursery School***

Places are offered the half term before the child starts. Once a place has been offered, parents are encouraged to visit the Nursery with their child before they start. On the first visit the parent is invited to stay with their child in the Nursery. A second visit allows the child to visit the Nursery, whilst their parent remains in the Nursery foyer area. 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.

Before a child starts at the Nursery their Key Person visits them at home. If a home visit is not possible the Key Person will arrange to meet parents virtually. This is so information about the child can be shared and Nursery routines can be discussed.

When offered a place, parents are given a home visit date and a starting date for their child. Children's starting dates are staggered over about a week, to ensure they receive the individual attention they need.

If a child is transferring from Childcare to the Nursery School, the child's Childcare Key Person and their Nursery Key Person to be, work together so the process is as smooth as possible. In addition, Childcare staff give a communication passport to the Nursery staff about the child.

Each September the Nursery hosts a staff, children and parents tea party to give the opportunity for staff, children and parents meet informally .

## **Transfer to the Reception Class at Primary School**

Records compiled during a child's time at Grandpont are sent to the child's receiving school alongside a copy of their most recent report.

Forms indicating records of involvement in Special Educational Needs (SEN) are also sent to the receiving schools by the Special Educational Needs Co-ordinator (SENCo) and discussed with staff in the receiving school, where appropriate. Where necessary additional transition meetings can be arranged for children with Special Educational Needs. Early Years staff support children with SEN in making extra visits to their schools. Where appropriate, the Designated Safeguarding Lead (DSL) liaises with the DSL in the receiving school. Safeguarding records are passed onto the receiving school.

## **APPENDIX - 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 any needs, interests or concerns about your child during the home visit
- You and your child will be invited to visit Grandpont, before your child starts. During this time you and your child can explore different parts of the Nursery, inside and out.
- Your child's Key Person will usually be in the Nursery during your visits, and you will be able to meet the rest of the staff.

### **Once your child starts:**

- Please continue to come into the Nursery and settle your child with their Key Person.
- When it's time to leave, it is 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.
- It is always fine to have a brief chat with your child's Key Person or another adult. If a longer conversation is required an appointment can be made to allow you the time you need.

- We really look forward to getting to know you and your child, and to working in partnership with you and your child.

**The Nursery**

**Team**