



## Transition Policy

We believe that communication between ourselves and the children's parents/carers and any previous setting which a child has attended is essential for the continued development and wellbeing of the children in our care. In order to ensure that this happens we will –

### **Share information**

This will be done firstly at the induction session where staff will be available to talk to parents/carers about any individual concerns or worries they may have. Getting to know you forms will be used for the parents/carer to complete with their child at home which can then be brought back to the setting.

### **Moving settings**

Where a child has previously attended another setting we will request relevant information from that setting and ask for any specific information they feel would be helpful to us in order for transition to run smoothly. Should we pass a child on to another pre-school setting we will do likewise.

### **Make parents/carers welcome**

Parents/carers are welcome into the setting at any time, and home/pre-school diaries are available to each child in order for parents/carers and key people to communicate regularly should the parent/carer wish to.

### **Parents/carers meetings**

Parents/carers are offered 2 meetings every academic year, however they are welcome to book more meetings.

### **Two year checks**

Documentation relating to the EYFS will be completed by the key worker for all children who start the pre-school before their third birthday and if they have not had their two-year health check they will be given a copy to take with them for the health visitor.

### **Transition to school**

During the summer term there will be regular communication between the setting and the schools which children will be attending in the autumn. School staff will be welcomed into the group to meet children and parents/carers, and information will be passed on to the reception teachers both verbally and via the EYFS documentation.

This Policy was adopted at a meeting of the pre-school held on 23<sup>rd</sup> August 2024.

Signed on behalf of the pre-school: Rebecca Horseman (Manager)

Date to be reviewed: 23<sup>rd</sup> August 2025.