

First Steps (Bath)

Transition policy and procedure

Policy statement

First Steps recognises that transitions are a critical part of a child's development and well-being. We are committed to ensuring smooth and supportive transitions for all children, whether they are starting at a First Steps setting, moving between rooms, moving to another setting, or transitioning to primary school. Our approach is child-centered, involving close collaboration with families and professionals to create a consistent and reassuring environment.

We aim to

- Ensure we collaborate closely with parents prior to the child's start date, encouraging them to share as much information about their child as possible with their child's key person
- Provide a warm, caring environment where children can feel secure with a close relationship with their key person.
- Ensure families are aware of the procedures to follow when applying to school, with significant dates, to secure a place at the school of their choice.
- Offer and give support to families in following school admissions procedures.
- Work with children, families, and the receiving school or Early Years Setting to ensure the child has a smooth transition.

Procedure for children moving between age groups

The transition within the nursery from age group to age group can be a significant change for children. To support the child, the setting provides preparatory visits to the new space and information sharing between the family, the previous and new key people. Relevant information will be shared with Parents when children are moving to a new room and will be asked to provide updated information for their child. The key person will share any relevant information with the child's new key person to ensure continuity of care.

Procedure for children who attend a shared placement

Where possible, information is shared between the key person, parents and carers and the additional setting/childminder to gather information on the best ways to support the child and family.

If a child has Special Education needs or disability, information will be shared through regular meetings.

Procedure for children moving to school

Teachers may arrange visits to the setting to meet with children who will be attending their school. Where this cannot happen, the nursery will support the sharing of information via a transition document and phone handover.

For children with additional needs, the setting will support the hosting of individual transition meetings and visits.

Linked to
2k Inclusion policy and procedure.

Policy developed by the First Steps QTS/EYP group: Anjula Kaushik, Claris Brown, Diana Slater, Matthew Jarvis, Emma Gates, Nicky Burcombe, Ann Thurgood , May 2009

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