



Transition Policy:

As a general rule, children move rooms at ages 2 and 3. However this is dependent on the child's level of development. It may be that a child is ready to move up sooner or later than peers and this decision will be made on an individual basis after a discussion between the parents and the Key Person has taken place.

We ensure that each child's profile is up to date so it can be given to another childcare provider should the child move to another Nursery.

Information is shared between key persons when a child moves from one room to another within the nursery. Parents will be asked to complete a transition form to give to the child's new key person to ensure the new key person is familiar with the child's likes and dislikes etc. Similarly a report will be completed by the child's current key person providing information about the child's routine for the new key person to refer to.

The transition process

Parents/carers are asked to complete a transition form. This form provides the new room with up-to-date information about the child's likes, dislikes, comforts, favorite activities etc.

A meeting between Key Persons takes place to share information about the child and their needs. The child's current Key Person is responsible for introducing the Parents/carers to the new key person who will then introduce the new room and routine.

Settling in visits are organised between rooms; the number of visits depends on the progress made when settling into the new routine.

Wherever possible groups of friends will be moved together to enable these friendships to be kept intact and support the children with the peers they know.

Parents will be kept informed of all visits and the outcomes of these sessions e.g. through photographs, discussions or diary entries.

Only when the child has settled in through these taster sessions will the permanent room move take place. If a child requires more support this will be discussed between the key person, parent, manager and room leader of the new room to agree how and when this will happen.



A celebration of this stage is recorded in the child's profile including information about the child's achievements to date and the next steps of learning and development.

Starting school or moving to another setting

Starting school is an important transition and some children may feel anxious or distressed. We will do all we can to facilitate a smooth move and minimise any potential stresses. This process is also applied where children move to another setting.

Each key person will talk about the school with their key children who are due to move to school/a new setting and discuss what they think may be different and what may be the same. They will talk through any concerns the child may have and initiate activities or group discussions relating to any issues to help children overcome these.

The child's profile is forwarded to the school/new setting within 14 days. Permission is sought from the parents/carers in order for us to do this. This will include their interests, strengths and level of understanding and development in key areas. This will support continuity of care and early learning.