

2. Settling In and Transitions for Children Policy

Legal Framework:

Children Act 1989, 2004, 2014

Every Child Matters: Change for Children 2004

EYFS Welfare Requirement – Safeguarding and Promoting Children’s Welfare

EYFS Welfare Requirement – Organisation

EYFS Learning and Development Requirements

Birth to Three Matters Framework

Curriculum Guidance for the Foundation Stage

National Standards: Standard 12 – Working in Partnership with Parents

Name of Responsible Person; All Staff

Policy:

At Tigers Day Nurseries we want every family to enjoy the time they and their children spend with us. We recognise that starting in a group setting can be an exciting but unsettling process for both children and adults and will do everything possible to make the transition as easy and enjoyable as possible. Every child is different and each will react in different ways to the experience of being in a group of other children in a different environment. At Tigers Day Nurseries we respect these differences and will use our knowledge and experience to help every child and family to settle in comfortably and be part of the Tigers Day Nurseries family.

Settling In Procedure

- Trial sessions are arranged with the parent at a mutually convenient time.
- Home visits are offered to support both child and parents transition into the nursery setting.
- Both child and parent spend initial periods of time within the setting during a normal session
- Child and parent trial sessions are used as an opportunity for parents to ask questions, the child to settle into the environment and the staff to gather information required to meet that child’s needs and get to know them.
- Trial sessions with just the child are organised when the child is ready for this
- Child only trial sessions will include mealtimes, sleep times, outdoor play etc, over a period of time.

- The child will join the nursery when they have spent a booked day with us e.g. if the child's booked sessions are a morning then a full morning has been completed, if it's a full day booking they have completed a full day etc.

Transition Procedure for Children

- As a setting we are aware children will experience many transitions within their early years and we spend time supporting children to become resilient and welcoming to change and new experiences.
- Parents are informed if it is felt their child is ready to make the move to the next room and their opinion on this will be taken into consideration.
- Parents will be given opportunities to visit their child's new room and meet their child's new key worker before their child makes the move.
- Staff will ensure all the child's records and learning journals, as well as transitional paperwork is completed before the child begins their trail sessions.
- Trail sessions to the child's next room are arranged in plenty of time to ensure the child can have more settling sessions if required.
- Wherever possible we will ensure a staff member accompanies the child on their first visits.
- Visits to the new room will be staggered to take into account children becoming familiar with all aspects of their new room.
- Pick ups and drop offs will be arranged so parents/carers are able to see how their child is in their new room.
- Wherever possible friendship groups will be moved together to support the children.

Procedure for Children starting School

- West Berkshire Council has a single point of entry into schools in September of each year meaning some children will have only just had their fourth birthday before they go to school.
- Tigers actively encourages Foundation teachers to come into the setting for visits before the summer break and meet their new children in the nursery.
- We provide numerous activities and experiences for the children in their final year at nursery to support and encourage school readiness, including supporting children to be independent with their own personal care, being able to sit for a period of time for a story, to listen to and act upon instructions and to ask for help and support should they require it.
- We provide a variety of resources including school uniforms for dressing up to encourage the children to be prepared for the move onto big school and it is always promoted as a very positive experience for all children.
- Staff provide a report on each child for their new school, outlining the child's strengths and areas for development within the EYFS. These are posted directly to

the schools once parents have received their own copy and signed their agreement to the contents of the report.

- Learning journals are given directly to parents.
- We will happily swap school visit dates for parents if these fall on normal nursery days for their child and we actively encourage children to attend these.
- Children with SEND may require additional school visits and we will advise schools of this if we feel this is appropriate.

Other Transitions Procedures

- Children may experience many transitions and changes in their lives and we encourage parents to share these with us so we can support their child appropriately. These may include a family bereavement, death of a pet, moving house, family breakdown, illness of a family member or the arrival of a new sibling.
- We work directly with parents and carers using stories, songs, role play etc to support the child to deal with these changes in their lives.
- We, in turn, will always discuss our concerns about a child's emotional well-being openly and honestly with the parents and carers in order to best support the child.

Procedure for Working in Partnership with Parents

- We recognise parents are the first and foremost educators of their child.
- We actively encourage parental participation and welcome ideas and feedback.
- We ensure parents have the required information regarding their child's settling into nursery.
- We work closely with parents at all times and request parents do the same with us, keeping us informed of changes and issues which may affect their child.
- We arrange biannual parents meetings to encourage parents to share in their child's learning, development and progress.
- We organise parent activities within the nurseries to encourage parents to join in with activities alongside their child and experience nursery first hand.
- Various parent groups are organised to encourage involvement.
- We ask for regular feedback on all areas of provision from parents. This can be given anonymously if preferred.
- We are committed to working closely and effectively with parents, listening to their needs and requirements and accommodating these.
- At all times we maintain confidentiality and use data protection procedures to ensure information on parents is not shared with others except with parental consent or in safeguarding issues.

- Our Managers operate an 'open door policy' for parents, carers and staff so there is always someone available to discuss any concerns or issues as they arise.