



## Putnoe Woods Transitions Policy and Procedures

### Introduction

The staff at Putnoe Woods Preschool understand and appreciate that transitions are milestone events for children and have a definite effect on their development. Transitions concern the changes a child may encounter as they move from one place to another.

We view them as exciting times of change and new opportunities for growth in all children.

As children develop from birth throughout childhood they move, or transition, from one learning environment or setting to a new one. Transitions are like a journey and take time, preparation and planning. Often, these transitions involve a process of change that requires them to adapt their thoughts, feelings and behaviours to meet new expectations.

The staff at Putnoe Woods Preschool will help a child's journey into new territory by supporting them before, during and after the transition occurs.

The staff at Putnoe Woods Preschool will work in partnerships with the parents to work together, sharing information they have about the child and what support he or she may need.

By the time a child reaches school age they may have already experienced several transition periods including:

- The transition from home to the setting
- The transition between room bases
- The transition from one provider to another during the working week
- The transition from a childcare provider to a school

Transitions are times of exciting change but can also be times of uncertainty where surroundings are not the same, expectations and procedures different and faces as yet unfamiliar. The staff at Putnoe Woods Preschool understand



getting transitions right is vital for every child and that transitions are not a single event that merely 'happens'.

At Putnoe Woods we consider that transitions should be viewed as a process rather than an event that involves children, practitioners and parents together and that they are an ongoing journey rather than a destination.

We aim to make our setting a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families

### Building Positive Foundations

The staff at Putnoe Woods Preschool believe that by ensuring positive transitions we ensure that we help, encourage and support the child to build the firm foundations they require in order to succeed. The staff at Putnoe Woods Preschool believe that:

- 1.1 All children should feel as comfortable, confident and emotionally secure as possible when entering the early years setting
- 1.2 Young children starting at Putnoe Woods Preschool need support to enable them to adjust to a temporary separation from their family
- 1.3 Children need to feel that they are a valuable, competent member of their new social group and they need support and encouragement to develop positive attitudes towards the range of new experiences they will encounter
- 1.4 During the transition children need to be helped to retain the self-confidence and self-respect that they have already gained at home or in previous setting and continue to build the firm foundation for success
- 1.5 That getting to know a child and planning for their admissions to the pre school requires parents and practitioners to engage in an equal partnership in which both learn from each other

The staff at Putnoe Woods Preschool are aware and fully understand that transitions into pre school, or to a new setting or school may require a period of adjustment for the child and their families and take consideration into the individual needs of the child and their families.



In order to help support and encourage any adaptations to changes in the child and their family's daily routines the staff at Putnoe Woods Preschool will aim to:

- 2.1 Value the parent as the first educator of their child
- 2.2 Help the child and their family adapt to change
- 2.3 Support children to be confident and enthusiastic throughout any transition period
- 2.4 Aim to provide as much continuity of education and care as possible
- 2.5 Aim to create a home from home nurturing environment and new routines
- 2.6 Support parents / carers in building new relationships with the staff at Putnoe Woods Preschool
- 2.7 Support parents/carers through their child's transition periods
- 2.8 Support children in building new relationships with their peers and the staff at Putnoe Woods Preschool
- 2.9 Support children becoming familiar with their new environment
- 2.10 Aim to share information about the child and work in close parental partnerships and other providers or multi agencies
- 2.11 Allocate a key person to the child who will welcome and nurture the child during their settling in period
- 2.12 Observe if the child displays a stronger attachment to another member of staff
- 2.13 Aim to foster positive parental relationships with the parents / carers and attachments with the child
- 2.14 Invite and welcome parents /carers into the setting
- 2.15 To invite parents / carers to supply photographs of their child and family to display in the setting and the child's Learning Journals and All About Me Book. These help the child to keep home in mind and show families that we value them in our setting

## Transition from Home to the Setting

When starting pre school we wish to make the transition process as smooth as possible for both the child and their family as to ensure we foster positive relationships from the very beginning and that the child and their family begin their new journey positively and to endeavour to avoid any upset and to make children and their families feel welcome, safe and secure. We aim for all our

# Putnoe Woods Preschool



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children and parents to be happy and confident and feel safe and secure within their new environment.

The staff at Putnoe Woods Pre School will use settling visits and the first session at which a child attends to explain and complete with their parents/ carers the child's registration records and collect essential information as well as information from the parents about the child's needs, likes, dislikes, routines and development, in the form of an 'All About Me Book'. This will assist the key person in understanding the emotional needs of the child and enable them to match the home routine of the child within our setting, wherever possible.

The staff at Putnoe Woods Preschool will:

3.1 Ensure that we give a warm welcome to each child and parent/carer on arrival into preschool and for parents to be able to pass their child over to a member of staff or their key worker who will ensure the safety and wellbeing of each individual

3.2 Ensure that all children are treated and respected as individual and have needs and interests and that those needs and interests will be catered for and the pre school reflects the needs and interests of each child

3.3 Be happy for children to bring in a comforter or favourite toy to help with their transition from home to preschool

3.4 Ensure that they are aware of the potential emotional needs of the child

3.5 Give the opportunity for their child and their parent to spend time with their keyperson

3.6 Have knowledge about the child's home routine and endeavour to match this

3.7 Ensure that they feedback to the parents about the events of the day and what their child has enjoyed learning and exploring

3.8 use displays to display information about what happens within the setting and the daily routine



3.9 Allocate all children with a coat peg and drawer identified by their name and / or photograph to help the child feel more secure and valued within the pre school environment

3.10 Create a Learning Journal to document the child's learning experiences through play as they progress through preschool

To be able to achieve the above when starting preschool a member of the Management Team will arrange settling in visits for the child prior to their start date at preschool, once a child's completed and signed registration form with evidence of their date of birth has been received. We suggest that these settling in visits are made as near to their start date as possible so there is not a lengthy period in between their visits and start dates to assist with a smooth transition. A confirmation letter or email will be sent to the parent / carer of the settling visits. All children are entitled to a minimum of 3 settling in visits:

#### Settling Visit 1

For approximately 1 hour in which we invite the parents or carers to attend the visit with their child and stay and play. During this visit the child's key person will complete an All About Me Book and have the opportunity to discuss the child's routine, likes and dislikes with the key person

#### Settling Visit 2

This visit is normally for approximately 2 hours and we encourage parents to leave their child to play during this visit.

#### Settling Visit 3

This visit is normally for approximately 3 hours and during lunch or tea time to allow the child to broaden their experiences, again we encourage parents to leave their child during this visit.

The number of visits may be different for each child as all children adapt to different environments differently. It is our priority to do what is in the best interests of the child and if we feel, or the parents feel that their child may



benefit from some more settling n visits we will accommodate them to the best of our ability.

During the initial settling in visit we welcome parent / carers to stay and see how we interact with their child and get the chance to meet the team and ask as many questions as they wish necessary. This will also enable and help us as a team to get to know the child, give the child opportunity to socialise with the staff and the other children, get to know their ways, likes and dislikes and for them to put their trust in us.

The health and safety of the child is paramount.

As Early Years Educators and parents ourselves the staff at Putnoe Woods Preschool understand how distressing it may be for parents to leave their child for the first time or if they have had negative experiences before.

We welcome parents or carers to have a cup of tea or chat if they wish during their child's visits, away from their play room or phone to see how their child is getting on as many times during their child's visit!

After one month the staff at Putnoe Woods Preschool will invite the parent / carer to a consultation to discuss how their child is settling in.

As a parent / carer there are many ways in which you too can assist in preparing your child for their pre school adventure. Working in partnerships with parents this can be achieved by:

4.1 After each visit talk to your child about what happened whilst at pre school - even if your child can't talk this will help know you care and help them to feel relaxed about being at the setting..

4.2 Reassure Your Child and Yourself

4.3 Build your child's confidence by talking about what they did at the setting between visits so that she knows what to expect when she goes there the next time



4.4 Be conscious of showing any anxieties you may have about your child starting pre school - if you have any anxieties about this your child may pick up your anxieties and may not assist in their settling in process

4.5 Show and share pictures of the pre school with your child

4.6 Maybe begin a series of visits to the nursery well ahead of your child's actual starting date so that they and you get used to the journey to preschool

4.7 Always say goodbye to your child when you leave, by not saying goodbye your child may think you are not returning

4.8 Provide the key person with some recent photographs of yourself and any other close family member so they can look at them and talk about them with your child when you aren't around. Having photos really helps young children to be reminded of you, how much they love you, and that you will be coming back

## Transitions Into New Play Rooms

The same principles apply to children as they continue their learning journey within the pre school environment and move into the next room as with initial settling in visits.

Before children move into the next room the following is taken into consideration:

- The child's level of development
- The child's individual needs and well being

Although the rooms have age bands these are used as guidelines and if a child does not move rooms immediately these should not be treated as a cause of concern and remember it is the individual needs, safety and wellbeing of the child that is paramount.



A member of the Management Team will:

- 5.1 Inform the parents / carers by writing of the intended room move and date
- 5.2 Introduce the parents / carers and child to the staff in their child's new room
- 5.3 Show the parents / carers and child around their new environment
- 5.4 Provide opportunity to ask any questions or raise any queries regarding the room move
- 5.5 Arrange settling in visits for the child to play and explore in their new environment with the Team Leader and /or new keyperson

The staff at Putnoe Woods Preschool will:

- 5.6 Ensure that Learning Journals are completed and that they move between keyperson
- 5.7 Ensure that the child's Learning Journal is available for parents / carers to view
- 5.8 Share Learning Journals with the child and make a record of the Children's Voice
- 5.9 Encourage parents and/or carers to contribute to the children's Learning Journal
- 5.10 Complete transition reports for the new room the child will be attending
- 5.11 Use the information from transition reports and Learning Journals to feed into the child's '2 Year Old Progress Check'
- 5.12 Complete the corresponding section of the child's All About Me with the parents
- 5.13 After one month staff will invite the parents / carers to a consultation to discuss how their child is settling into their new environment

## Transitions to Big School!

The staff at Putnoe Woods Pre School understand and appreciate that when young children move from the pre-school environment into a school environment they will experience huge change in their lives. Transition is always about change and in particular adjusting to change which is often accepted by adults with





little idea of what the change will mean for the child! Putnoe Woods Preschool endeavor to ensure the transition is smooth and successful and in order to achieve this preparation should begin early so that there is good communication between the two settings. This needs to be considered carefully by the staff at Putnoe Woods Pre School who will decide how best to support the transition process.

Putnoe Woods Preschool have been fortunate to develop and foster some very close links and relationships with our feeder schools within the area and continue to do so to achieve our goal and establish these relationships with ALL feeder schools.

We aim to achieve this by:

6.1 Appointing a School Liaison Officer

6.2 Conversing with parents at the earliest opportunity to discover which school their child will be attending

6.3 Contacting the feeder school via telephone or email to arrange transition visits

6.4 Arranging transition visits during the term prior to the move, dependant on the school intake, this will include inviting Reception Teachers to visit the children in the preschool environment and for Early Years Practitioners to accompany children to their new school

6.5 Accompanying children and their families to their chosen schools open days

6.6 Where possible arranging additional transition visits for children who have special educational needs and / or disabilities and accompanying them

6.7 Where possible arranging additional transition visits for children who we feel may find the transition to the new environment difficult and accompanying them



6.8 Completing an which details the levels of development within the seven areas of learning and summary of their interests and Characteristics of Effective Learning which is sent to the school a minimum of two weeks before the end of term, or the child's due start date

6.9 E

ngaging in consultation with our feeder schools and ensuring that the content of our Early Years Foundation Stage Progress Report is what is required to support the individual's transition and reflect and amend as necessary

6.10 Ensuring the SEND Officer speaks directly to the feeder school to share information with regard to children with any additional or special educational need

6.11 Providing a variety of resources that relate to the school, e.g. sharing stories about starting school, to dress up in, a role play area set up as a school classroom, photographs of all the schools the children may attend to help and support the children to become familiar with this 'new concept' of school.

6.12 Initiating conversations with the children, who are due to move to school, about the school and discuss what they think may be different and what may be the same

6.13 Talking through any concerns the child may have and initiate activities or group discussions relating to any issues enabling these to be overcome

6.14 Talking through any concerns the parents may have and initiate activities or group discussions relating to any issues enabling these to be overcome

6.15 Engaging in discussion, annually, with our feeder schools and developing an understanding of their expectations for school readiness

6.16 Engaging in discussion, annually, with our feeder schools and developing an understanding and developing knowledge of baseline assessments



6.17 Continuing to develop a plan that celebrates the Characteristics of Effective Learning with a focus on play and learning experiences that follow the interests of the child that promote the skills required when starting school, for example - mark making activities to promote pencil control and the ability to hold a pencil correctly

6.18 Celebrating with a Graduation Ceremony for school leavers to celebrate their time and achievements at Putnoe Woods Preschool. At this ceremony, keypersons will present their key children with a graduation certificate and their Learning Journal

6.19 Wish all children best wishes in their ventures into their new and exciting environments

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Review Date	Reviewer	Amendments
January 2016	Jo Skelton	

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