



## Transition Policy

### Statement of Intent

We believe that a high quality early years experience provides a firm foundation on which to build future academic, social and emotional success. Key to this is ensuring continuity between all settings and that children's social, emotional and educational needs are addressed appropriately. We believe that the transition should be seen as a process, not an event and should be planned for and discussed with children and their parents/ carers.

### Aim

We want all children starting at Tansor to have a positive experience. We also aim to communicate effectively with other childcare providers the child may attend and with their parents to ensure continuity. When children leave Tansor we aim to provide their new school with a good record of the child's achievement in order to make their transition run smoothly.

### Method

- When children start we liaise closely with the parents or carers and get them to fill in a detailed "All about me" sheet. This also includes the voice of the child.
- We allocate a keyworker to each child.
- We hold parent/ carer/ keyworker meetings in January to discuss the start their child has made, to celebrate their success and raise any concerns.
- At the end of every term for those children who attend other childcare providers, a summary sheet will be filled in detailing the things the child has achieved and enjoyed that term. This will then be passed on to the other settings for them to fill in as well and then held in the child's folder.
- We aim to get parents to fill in a family observations sheet which can then be passed back to playgroup to aid planning.
- At the end of their time at Tansor when the child moves on to primary school or another setting, a transition document is filled in by the keyworker in conjunction with the child's family and passed on to the school/setting. A tracking form is also sent.
- We aim to support the child and their family emotionally during family transitions such as divorce or bereavement and if necessary, liaise with the area SENCO.
- We support every family during this transition programme including those with EAL or disabilities and provide the appropriate practical help.

This policy was adopted at a meeting of:

Tansor Playgroup Committee

Held on:

29<sup>th</sup> June 2009

Signed on behalf of Tansor Playgroup Committee: Sarah Harrison

Role of signatory: Chair of Playgroup Committee

This policy was reviewed and updated on

19<sup>th</sup> January 2010

Reviewed on behalf of Tansor Playgroup  
Committee

Faye Betts

Role of reviewer

Jt Chair of Playgroup Committee