



**Bristol Children's Playhouse**  
Growing Together

## **Transition Policy**

To ensure that a successful transition is achieved we aim to foster reciprocal sensitive communication between parents, children, child minders, and teachers as a central element to ensuring a successful transition.

We aim to do our best to ensure that each child's transition is as smooth as possible. We recognise that children need to feel happy, comfortable, reassured and confident to face the challenges of starting preschool or Primary School or move to another preschool.

In order to achieve our aim we undertake the following:

### **Home to preschool (including Childminder to preschool)**

- Before a child starts to attend the preschool we use a variety of ways to provide parents with information. This includes written information in the form of our information leaflet and a contract of what to expect from the setting. In addition to this we remind parents that details can be found on our website regarding activities, newsletters, links to our link settings; and a link to our Ofsted inspection report. Please refer to our admissions policy for further information.
- If a child attends a childminder the parent will be encouraged to share information about the development of the child with the preschool to ensure that a consistency between the two settings.
- We encourage parents to visit the preschool with their children before their formal admission.
- We encourage parents to allow us to visit them in their home prior to the child starting preschool.
- We support parents to complete an 'All About Me' form with their child. This contains key information about their child and is a very useful source of knowledge of the child and their family.
- We work in partnership with parents and welcome parents into the preschool for as long as it takes their child to settle.
- Each child is allocated a key person on admission to the preschool. The role of the key person is central to a smooth transition and includes the following:
  - To work with parent to help settle the child.
  - To be responsible for the child's Learning Diary.
  - To share information on a regular basis with the child's parents.
  - Keeping developmental records up-to-date.
  - To liaise between other members of the team about the needs of the child.

### **Robin's preschool to Magpies Preschool**

- Every child is entitled to Early Years Council funding, from the full term **after** your child turns 3. New terms are classed as September (Autumn term), January (Spring term), April (Summer term).
- Our aim is to transition all of our 2 year olds (Robin's) into our Pre School Room (Magpies). In order to help us allocate spaces and ensure your child secures a place in the next room, we ask that parents inform of their session choices in advance. Staff will guide you on your individual child's journey and request a 6 week lead time of your session choices. Practitioners and office staff will liaise with you directly regarding this transition.
- As in Robin's room, each child is allocated a key person on admission to the Magpies.
- Parents will be introduced to their new key person at least two weeks before the start of the transfer. Parents will be encouraged to visit Magpies prior to the transition.



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- Your child will begin their transition to the Magpies (Pre School room) during the term they turn 3, to allow them ample time to settle into their new surroundings. Transitions between the rooms will involve building up the amount of time your child spends in Magpies, i.e. staying for story time etc, building up to collecting your child from Magpies at the end of a session.
- It is our expectation that children would then begin the next full term in Magpies.

***Transitions and sessions remain subject to availability and will be allocated on first come, first served basis. We will try our best to ensure your child can complete their preschool career with us, so kindly ask you work with us as much as possible to try and achieve this. Where this is not possible, staff will request a meeting to discuss options.***

### **Preschool to Primary School or to another Preschool**

- As we feed into numerous different Primary Schools we aim to develop links with local schools and welcome visits from these settings to meet children in their familiar environment and to share information.
- We will read stories about transitions to prepare children for the forthcoming changes
- We will support parents with their child's transition.
- Any request made by a Preschool or Primary school to meet with the Key person, or visit the child during a session, will be accommodated as necessary.
- If a child has additional needs the SENDCo will arrange a meeting with the new setting to ensure effective strategies are put into place for the child's transition.
- All relevant information will be shared with the new setting after seeking parental permission. Learning diaries will be given to settings or parents as applicable.

Your child is unique and all transitions are bespoke to the child and will be adjusted accordingly.