**Mucky Pups Pre-School**

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**Transition policy**

**Aim**

*This policy aims to ensure that all the staff support each child and their family as much as we can to ensure that they feel children feel safe, secure and prepared for the transitions they will have during their time with us from one-time transitions from home to nursery and nursery to school to transitions that happen throughout their day or to big transitions that may happen during their time with us.*

At Mucky Pups we aim to minimise the big transitions as much as possible with consistent keyworkers throughout their time with us. We are a mixed age group setting where all the children can mix together as one big family. When children and their family arrive with us and are allocated a keyworker and a “buddy” keyworker to ensure that there is always an adult here to welcome them and be in the setting to ensure they feel safe secure and loved.

This “team” of keyworkers will remain with the family and child (as much as is possible) throughout their time with us to avoid the transition for families at the end of each age group stage.

However, transitions of some kind are inevitable and do happen be it from home to us, to another nursery or when their journey with us comes to an end and they move onto school as well as our daily transitions from discovery time to adult led groups and back again.

**Transitions**

**Home to Nursery...**

Once your child is registered with us and a starting date agreed the "settling in" process begins and although each settling in is unique and individually tailored to the needs of the child and their family taking into account; age, background, language and development, each settling in process will follow the same basic routine with each stage taking as long as is required for both the child and the parent to be happy to stay with us.
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It includes;

Approximately one month before the child’s start date;

1. Welcome email sent to parents with the Our Information Pack which includes; Meet and Greet invitation, links to our policies we require parents to read, parental agreement, consents and what is needed on the first day with us so parents/carers feel informed and prepared for the start of their learning journey with us

Approximately two weeks before the child’s start date (at parent’s convenience)

1. Meet and Greet
* Tour of nursery
* Meet the keyworker
* All about Me discussion including any additional needs
* Introduction to the Famly app
1. Settling in sessions
* Stay and play with parents
* Stay without parents (average of around three but dependant on the child and family this may
* be shorter or longer)
* Child starts sessions

**Transitions within the Nursery...​**

* **Daily transitions**

Our daily routine remains the same with all the groups of our children with the “Together Times” varying in their length and content dependant on the age and stage of the child.

This continuation of the routine ensures that all children learn a daily routine, feel safe and secure in being able to predict what is next and anticipate and prepare for it which instils confidence and independence. This daily routine is displayed on the wall for all staff and children to refer to and the daily routine remains consistent throughout the weeks and months.

Preparation for the transition is signalled with a 5-minute timer and an announcement of “5 more minutes” and an egg timer/clock for a visual clue.

To begin the activity the keyworker will use a musical instrument (sound specific to that group) and a visual of a box with picture indicating the Together Time about to happen.

Mealtimes are signalled by a bell and children eat with their family group and keyworker.

* Keyworker transitions

As much as possible we try and ensure that a family is allocated a keyworker and a buddy keyworker at the beginning of their journey with us and that team will remain with the family until the end of their journey. However, if (for whatever reason) a keyworker leaves then as the children have a “buddy” they will still have a constant to ensure their emotional and learning development needs are continued to be met.

**Transition to School...**

We pride ourselves on Mucky Pups children being “school ready” through their independence and confidence which we instil in them from the very day that they start.

We encourage all our children to be able to separate confidently from their parents and carers, be confident to approach and speak to others, and be independent in their self-care; dressing and undressing themselves, feeding and toileting themselves.

During the term before school starts we prepare the children through;

* Reading Books and stories about starting school
* A "getting ready for school" parent's meeting
* Leaflets about school readiness
* Uniforms from the local schools to try on in role play time
* Visits from reception class teachers and on occasions visits with us to their new school
* Discussions with new schools about the children
* Transition reports are sent to every school
* Photo books for the children to look through as part of life at nursery​

Our routine prepares children for their time at school by delivering daily phase 1 phonics, maths and circle time. Increasing their independence and confidence to have a go and become curious enough to ask questions.

We have excellent relationships with all of our feeder primary schools and we work closely with them to establish links so children feel safe and secure in their move. We invite ALL the reception teachers to visit the children who will attend their school and ensure we have a discussion with them at that time. If they are unable to attend, we always have a telephone call with them.

We send a report on your child along with a phonics and maths assessment so the school knows all that they have been learning too. We also send an end of year Summative assessment of your child's learning and development along with their next steps so school are prepared for the children too.

Nursery to nursery….

Sometimes children move between nursery for various reasons beyond our control. When this happens, we prepare the child in a similar way to when they move school at a level appropriate to the age and stage of the child.

We inform the new nursery of the development of the child and discuss them with their new nursery.

At Mucky Pups we understand that these transitions can be time of anxiety and stress for our children and their families and we aim to make handle them as sensitively as possible with understanding and that all our families are unique and so each situation will be treated as such.

Date policy adopted on: 1st September 2022 Date for review: 1st September 2023

Signed: Position: Manager