



St Bartholomew's Nursery Class

Transitions & Settling Policy

Introduction:

Transitions are the moves children and young people make from home to nursery, from stage to stage and through the different stages of primary school. Transitions are part of everyone's life.

Aims:

In St Bartholomew's Nursery Class we organise Transitions and settling around the needs of the individual child. We want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff. We also want parents to have confidence in both the children's well-being and their role as active partners with the setting.

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

Settling in:

Settling in is an important stage in the transition between the home and the nursery setting. Care and attention must be given to the needs of the child and also needs of parents/carers when setting children into nursery.

Setting into the Sunshine Room:

During visits it is our intention to support the adult and the child to make the transition from home to nursery as smooth as possible, however long this process may take.

On the child's first visit the Sunshine Room we encourage the adult to stay, play and explore the new environment usually for 1 hour. During this time parents have the opportunity to share important information with their child's key worker.

Information shared:

- Enrolment forms
- All about me/personal Learning Plan
- Settling in procedures
- Weekly snack rota
- Weekly donation
- Items for child's bag – change of clothes, nappies, wipes etc.
- Sack routine (health promoting)
- Daily tooth brushing
- Daily sign in/out sheet
- Procedures for pick up/drop off

Within this time the adult/child and the keyworker will begin to build up a relationship. Discussion will take place with parent to indicate how the settling in will proceed.

Guidance is as follows:

2nd visit – if child is happy encourage to stay for 1 ½ hrs of the session while parent waits in the parents room close by.

3rd visit – if child is settled stay for 2 hrs – parent can leave child if comfortable

NB. These are just a guide to the settling process and the process is tailored to each child's needs.

Transition from Sunshine Room

Transition is like a journey and takes time, preparation and careful planning. Parents/carers and practitioners can help a child's journey into a new environment by supporting them during and after transition occurs. Parents/carers and practitioner work together to share important information they have about the child and what support the child may need:

Transition between Rooms:

Transition to take place 1 week before start date in new room.

Day 1 – new key worker from Rainbow Room to visit Sunshine Room for ½ hour (non-key worker from Sunshine room to cover within Rainbow Room)

Day 2 - new key worker from Rainbow Room to visit Sunshine Room for ½ hour (non-key worker from Sunshine room to cover within Rainbow Room)

Day 3 – New key worker to collect child from Sunshine Room and bring into Rainbow Room for ½ hour during free play.

Day 4 - New key worker to collect child from Sunshine Room and bring into Rainbow Room for either welcome time or activity.

Day 5 – New key worker to collect child from Sunshine Room and bring into Rainbow Room

New Key worker to introduce themselves to parent and invite them to visit the Rainbow Room.

NB. These are just a guide to the transition process and the process is tailored to each child's needs.

Transitions to another establishment:

Contact to be made with new establishment.

Information sharing session to be organised between both establishments.

Visit for child and parent to the new establishment.

Transition information

Document folder containing child's information & Pastoral care notes

Statement from key worker in Sunshine Room.

End of term report

Tracking sheets from Sunshine Room

Targets set from Sunshine Room as a starting point for the child in Rainbow Room or New Establishment.

Induction to Rainbow Room from Home

Parents and children are invited to visit the Nursery Setting before child's start date.

During visits it is our intention to support the adult and the child to make the transition from home to nursery as smooth as possible, however long this process may take.

On the child's first visit the Rainbow Room we encourage the adult to stay, play and explore the new environment usually for 1 hour. During this time parents have the opportunity to share important information with their child's key worker.

Information shared:

- Enrolment forms
- All about me/personal Learning Plan
- Settling in procedures
- Weekly snack rota
- Weekly donation
- Items for child's bag – change of clothes, nappies, wipes etc.
- Sack routine (health promoting)
- Daily tooth brushing
- Daily sign in/out sheet
- Procedures for pick up/drop off

Within this time the adult/child and the keyworker will begin to build up a relationship. Discussion will take place with parent to indicate how the settling in will proceed.

Setting into the Rainbow Room:

Guidance is as follows:

- 1st visit – if child is happy encourage to stay for 1 hrs of the session while parent waits in the parents room close by.
- 2nd visit – if child is settled stay for 3 hrs – parent can leave child if comfortable
- 3rd Visit – all day

NB. These are just a guide to the settling process and the process is tailored to each child's needs.

Transitions from another establishment:

Contact to be made with new establishment.

Information sharing session to be organised between both establishments.

Visit from child and parent to the Rainbow Room.

Transition to School

The transition from Nursery to Primary School marks a huge milestone in a child's life. It is a change which is viewed with excitement and with trepidation by many children and parents.

A change in environment and daily routines in any aspect of life can be unsettling for children. Many transitions are made along a child's learning journey, from home to nursery and then from nursery to Primary school, children then make yearly transitions from class to class as they progress through school.

Throughout their time in Nursery, the children will have opportunity to participate in a range of activities in the Primary school. They are regular visitors to the gym hall and using the school's facilities.

To support the transition the children participate in activities linking to the school such as paired reading sessions, play sessions and link with their buddy for the start of primary 1.

Formal transition sessions are organised between the schools and the new primary 1 starts. They participate in workshops and meet their teacher and come with their parents for Lunch.

The Nursery also host the new primary 1 teacher from all the primary schools the children will be attending. During these visits transition information is passed on and the teacher meets the child in their own familiar environment. Transition documentation is passed to each primary school.

Signed: *Martina Macintyre*

Reviewed: November 2023

