

# Stampers Preschool

## Transition Policy (reviewed July 2017)

### Starting at Stampers

See - Induction and Settling In Policy (reviewed 30.3.16)

#### Parents/Carers as partners

If a child is transferring from another setting, records will be actively sought from that setting, eg tracking records

### **Working with other settings**

Some children will attend more than one setting. Where this is the case, Stampers will make active contact with the other setting to set up systems to enable sharing of information. This is as required by the EYFS (2014):

“Providers must enable a regular two-way flow of information with parents and/or carers, and **between providers**, if a child is attending more than one setting. “

### **Moving to a new setting**

Stampers staff will work with the parents and child to enable a smooth transition. Eg liaising with parents about their visits to the new setting and completing any paperwork required by that setting. The child's keyworker will make time to talk to the child about a visit to a new setting, or any feelings arising as a result of the up and coming change. They will encourage the child to share information/photos of their new setting with their Stampers friends if possible.

### **Transition meeting**

A transition meeting will be set up with the parents/carers, to share information between the setting and home about what levels the child has attained at the time of transition. This is recorded on a Transition report, which is either sent to the new setting, or a copy given to the parents to pass on to the new setting.

### **New setting**

- Stampers will record the contact details of the new setting, and inform them of our transition process, and send them a transition report.
- A top sheet summarising information about the child
- The data analysis sheet tracking progress and attainment since they started in Stampers
- Any other tracking information from before the child started at Stampers.
- A letter will go to the new setting with Stampers contact details and information about how to request a copy of their Tapestry Learning Journal
- Transfer of Tapestry Learning Journal if the new setting uses Tapestry.

## **Children with additional needs**

- close liaison will happen between Stampers and the next setting as far as possible in advance of the child transferring.
- A transition meeting will be set up to include both settings and the parents/carers. If there is already a cycle of Team around the Family or EHA or Northumberland Inclusion Wheel meetings in place, the new setting will be invited.
- Visits to the new setting will be organized as necessary - this will depend on the needs of the child. May include Stampers staff accompanying the family; the next setting staff visiting Stampers to observe and start to get to know the child.