

MULBERRIES AND WILLOWS NURSERY AND PRESCHOOL

Transition Policy

At Mulberries and Willows, we take pride in ensuring children are supported in all aspects of their transition. We take the following steps so they are smooth and thriving and that children and their families feel secure throughout the process. As children transition from home to nursery, room to room, or Nursery to nursery and school, the nursery, together with the child's key person, will;

- Ensure that children and their families are involved in the transition process and kept informed about what will happen during the transition. The child's key person will notify the family in writing of their child's transition and provide information of the new room and the key person. Where possible, the parents will be invited to tour the new room and meet with the latest team to discuss the child's new pattern and how they will be supported in the room.
- The key person will also provide details of the settling-in date and when the children will officially start in the room. The exact process will be followed when a child joins the nursery for the first time.
- In the event of a nursery-to-school or a nursery-to-nursery transition, the key person will seek consent from the child's parents to share information with the new setting. Where possible, the child's key person will visit the new setting to meet the key person to discuss the child's development report and agree on how both the settings and the family will be involved in the transition process.
- If a child transitions from a nursery to Mulberries and Willows, the Designated Safeguarding Lead will contact the child's previous nursery to seek further information about the child to ensure appropriate support is entirely in place. If a child transitions from Mulberries and Willows to a new setting, the key person will agree on a follow-up date to check on the transition progress six to eight weeks after the child's start date.
- The nursery and the family will partner to ensure that children can visit their new setting, meet their new teachers or carers, and become familiar with the new environment.



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- The child's key person or buddy should ensure all relevant information is shared with the child's new setting, including their needs, preferences, and interests.
- The key person or the buddy key person will support the child's emotional well-being during the transition, including any strategies or resources that will be used to help them feel secure and supported.

After all relevant steps have been taken, the nursery management team will meet with the family if the transition becomes challenging for the child and their family to discuss and agree on new strategies to support the transition.

To ensure the procedures outlined in this policy are adequate and meet the individual needs of each family, the nursery management team will seek regular feedback from families and make necessary changes when required.