



ROMPERS PRIVATE NURSERY

TRANSITION POLICY



Policy Statement:

Transitions can be a stressful and anxious time for both parents and children. At Rompers every child is treated as an individual as they have their own set of needs for transition through rooms or to primary one. Some children will find it exciting and something to look forward to while others may have concerns and worries. Transitions at Rompers are based on the age and stage of the child and this is deeply considered by management and staff before approaching parents.

At Rompers our key to successful transition is effective communication between the child, parents and staff.

It is important to create a positive and supportive environment for both child and parent. Many children will ask lots of questions about school/new room while others may not. We will listen to the children and provide as much information to both parents and children. We will listen to children's hopes and questions about school/new room and respond in a supportive and positive way.

Within this policy we include transition from room to room within Rompers, as we want all children and parents to find this transition effective.

UNCRC Articles: 3, 5, 18, 42

Aims of this Policy:

- To provide a range of experiences for children which will support them in transferring from Rompers to primary schools
- To ensure babies are ready physically and emotionally for transitions to our Toddler room
- To ensure parents have a clear understanding of the settling in process
- To ensure toddlers are given a range of experience to enable the move from toddlers to Pre-school which is dependent on each individual child's development
- To provide suitable information on transition arrangements to all parents
- To ensure continuity of experiences, provide information to the receiving room or primary school

Procedures:

Transition to primary school

- Offer children opportunities and Experiences which will familiarise them in primary school settings within the Primary 1 transitions group
- Read stories and develop discussions about school
- Setting up role play contexts
- Be available to answer questions and concerns
- Offer to take children on school visits
- Provide written reports for primary schools

Transitions room to room:

- Where possible families will be informed in advance of moving from room to room and possible moving date.
- Be available to answer questions and concerns.
- When visits start, photo entries should be completed on *Blossom* App each visit to share how the child got on in the room with parents
- Staff must give feedback to room staff after each visit
- The child's new key worker has overall responsibility of the child during the transition visit, this includes collecting the child from their room and taking them into their new room ensuring the child feels welcomed, and any other relevant things are completed. If management feel any aspects of the child's care has not been up to the standard expected, the child's new key worker will be held accountable.
- The child's new key worker will ensure they have introduced themselves to family and families will continue to have the opportunity to discuss any information with their child's key worker at drop off and pick up times
- If a child is in nappies, previous room staff should make new room staff aware
- Parents will be asked to wait a minimum of 2 months before considering toilet training to allow their child to settle into a new environment.
- Staff must communicate effectively with parents/carers and staff throughout the whole transition period.
- Parents will be invited to attend a Transition Meeting with the new Team Leader or Room Champion to discuss their child's needs and have a mini viewing of the room.

Transition Timetable Example:

Week 1	Week 2	Week 3	Week 4
Baby to Toddler - 9:30am till 11:30am	Baby to Toddler - 9:30am till 12:30pm	Baby to Toddler - 9am till 4pm	Full time - pick up and drop off support.
Toddler to Pre- school - 9.30am till 11:30am	Toddler to Pre- school - 9.30am till 12.30pm	Toddler to Pre- school - 9am till 4pm	Full time - pick up and drop off support.

- This timetable is in draft form to use as a guide for children attending full days and will be reviewed to support individual needs and varying sessions as required.

Monitoring:

- Monitor arrangements annually for P1 moves
- Continue to monitor room to room moves
- Seek and value feedback from parents
- Review moving room information termly during new block of transitions
- Listen to feedback from parents

Review:

Date	Management	Track of Changes
August 2021	P. Guthrie	none
August 2021	P. Guthrie	Addition of mini viewing/meeting with TL in next room. Changes to PDF journal – now one when leaving. Other minor system changes.
January 2022	K.Myers	none
February 2023	Room Champions	UNCRC articles added
September 2024	P.Guthrie	Updates to reflect changes in practice.
July 2025	K.Myers	Transition timetable added.