***Transition Policy***

At Westgate Pre-school we understand that starting pre-school, changing settings or moving on to school is an exciting time for children, but can also be a challenging and anxious time for both children and their parents/carers. We are committed to putting the needs of the child first whilst working with parents/carers and other professionals to make transitions as smooth as possible for all concerned enabling the children to feel confident and secure in their new situation.

“Transition should be seen as a process, not an event and should be planned for and discussed with children and parents” (EYFS).

**Settling in at Pre-school**

Before starting at Pre-school, children are invited with their parents/carers as to as many settling in sessions as the parent feels appropriate. These involve some sessions where parents stay and play with their child building up to others where they may leave the child for short periods of time. As a result:

* Children have the opportunity to explore the setting and get to know members of staff, particularly their key worker, secure in the knowledge that their parent is close by. They then have time alone to begin to bond with staff.
* Parents/carers have the opportunity to get to know their child’s keyworker and share important information about the child’s needs, routines, likes and dislikes etc. They can also ask questions about our setting and demonstrate to their child that they are building up a relationship with staff.

Shortly after starting Pre-school, we hold “starting points” meetings with parents to begin the child’s Learning Journal and to give the opportunity for discussions about how the child has settled in.

**Transition from one provider to another during the working week**

We understand that some children may find it difficult to move between different providers during the week. We work with other providers to alleviate this as much as possible, by completing a diary for the child to take between settings giving information about what the child has been doing and anything that needs to be highlighted.

**Transition between Pre-school and School**

We understand that this transition is a massive step for both the children and their parent/carers.

All our children are familiar with Westgate School as we hold activities in the hall each week. We invite the Reception teacher and/or support staff to join us for activities during the summer term and help to prepare the children for their settling in sessions in school. For children moving on to other schools, we invite Reception teachers into Pre-school to meet the children in the pre-school environment..

In all cases, key workers complete the child’s learning journey and send this, along with an up to date progress report to the Reception teachers. In cases where we feel transition will be particularly challenging, we arrange meetings between parents, the Reception teacher and SENDCO (if appropriate) and ourselves.

During the summer term, we talk about school to the children and encourage them to attend activities going on in School.

*This policy was adopted by Westgate Pre-school Ltd October 2018*

*Signed on behalf of Westgate Pre-school Ltd …………………………………………..………*

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*Review Date October 2019*