



Edneys Hill, Wokingham, Berkshire RG41 4DS

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TRANSITION POLICY

Adopted MARCH 2026

Aim: To support families in ensuring that children achieve a smooth transition from home to nursery, from room to room within the nursery and between settings.

We do this by:

Having an 'All About Me' form containing information provided by families such as who is in the family, languages spoken, routine, festivals celebrated, favourite toys, self-care skills etc.

Being flexible about settling; working in partnership with parents to work out a plan based on each child's individual needs.

Parents will receive a welcome pack to the area of the nursery their child is to move to, requesting completion of an 'All About Me' form and listing a transition visit sheet to enable the child to spend time with their new key person and in their new room. Parents will be introduced in person to their child's new key person and room.

Inviting parents in to share skills help within the nursery on trips etc.

Having a key person system - where possible the key person is allocated before the child starts and introduced to parents/carers and child upon pre-visit to the nursery.

Having a staff photo board with pictures of all regular staff and a list of staff that will be caring for the children in the individual areas of the nursery displayed outside each room each day.

We maintain ratios and ensure that staff shifts are adapted to meet demand to ease transition for children, particularly when children make a transition to a new area of the nursery.

Allowing comforters and special toys and gradually encouraging children to put them in drawers/bags.

Preschool children having drawers - usually these are shared with one or two other children - for drawings and paintings to take home etc.

Children have their names on their pegs.

Having an ongoing 'All About Me' book display in each area of the nursery area and encouraging parents to contribute photos for this on a regular basis.

To support families in ensuring that children achieve a smooth transition from Toad Hall

Nursery to either another early years setting or to school we will;

- Complete transfer documents when a child leaves us to go to school.
- Plan circle times where we talk about moving on to school.
- Reading stories to do with going to school.
- Arrange for the key person at Toad Hall Nursery to meet with the child's new practitioners and share the child's learning journey with parent's prior permission.
- Liaising with the child's new practitioner so s/he can come into Toad Hall Nursery and meet the child(ren) and observe them in an environment in which they are comfortable.
- Encouraging parents to take advantage of opportunities such as pre-visits to their child's new setting.