

## **Bramfield Stepping Stones Pre-school Transition and Continuity Policy**

### **Statement of intent**

This policy aims to support a smooth transition and continuity of learning and care for both children and their families. (See 'Settling-in Policy' for guidelines on children joining our setting).

### **Aim:**

To ensure that the children in our care maintain pace and quality of learning, continuing to make good progress as they make the transition from this setting to either another provider (whether this is the shared care of a child between our pre-school and a childminder or other nursery setting) or the transition from our setting into school.

### **Method**

We support children and their families who are new to the area or the setting and ensure they are given full support from staff with settling in and help with getting to know other families. The nominated Key Person will provide the link between the setting and the family.

In conjunction with the new school/provider, we ensure that parents/carers are kept informed in advance about what will happen at transition times. This is done through the setting newsletters and information/updates provided by the school.

Children with special educational needs have the additional support of our SEN representative (Craig Warwick) who will assist with visits to new providers as necessary (see also the policy on Special Educational Needs).

Our children are regularly integrated with the primary school children for activities such as a lunch, sports day and occasional themed activities.

Parents have an opportunity to see their child's 'Learning Journey' and this will be forwarded to the new provider by the Setting's supervisor

We are in regular contact with support staff from the Early Years Education Department and also receive regular support from the adjacent primary school to ensure the best possible continuity at the point of transition.

### **Transition from our Pre-school to another provider**

Close links with other childcare providers/schools are maintained and we ensure that practitioners from each setting regularly share children's development and learning

records and any other relevant information. Once the child has moved on to the other provider/school their development record will be transferred to that provider/school.

### **Transition from our Pre-school to primary school**

Parents are normally provided with information packs from Bramfield primary school in late January of the year in which their child is due to start school. These include generic forms from the education authority inviting them to register their child with first and second choices of schools in the area. They also explain details of the entry process to primary school.

All local primary schools in the area offer parents the opportunity to visit their site both with and without their child.

In the April, once a parent is informed of the school their child will attend, they are offered opportunities to visit. During the summer term, most schools also allocate a morning or afternoon each week for the new children to spend at the primary school as part of the settling-in process. Parents have an opportunity to attend or be available if required. Children who will be attending Bramfield primary school are taken to the school together by pre-school staff. Parents still have an opportunity to be involved if they wish.

Transition and continuity Policy

This policy was adopted by

*Bramfield Stepping Stones Pre-school*

On

10/05/2018

Date to be reviewed

09/05/2019

Signed on behalf of the provider

Name of signatory

Ian Norman

Role of signatory (e.g. chair, director or owner)

Chair

Signed by setting Supervisor

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Signed by Deputy Supervisor

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