



## Policy Aim

At Foxglove Violet Hill, we operate a comprehensive transitions policy for the intake of new children and the transfer of children into full time education.

## Intake

Before attending nursery on a regular basis, Foxglove offers a home visit and a free 'Induction Session' for the child and their parents/carers. A Key Person is assigned to each child. The Key Person role is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the nursery, offer a settled relationship for the child and build a relationship with their parents and carers.

The nursery promotes a safe and secure environment and has a quiet area for the children where comforting pictures of their favourite toys and family are available if these have been supplied by the parents/carers. As an alternative, a photograph album or comforting items can be kept in the child's bag or tray for easy access.

## Transfer to Full Time Primary Education or to another Pre-school

When children reach the age for transfer to a Primary School, a liaison visit is conducted with the child and the reception staff at the new school whenever possible. Primary Schools are also invited to visit Foxglove to see the child in their familiar environment at nursery.

Foxglove maintains a continuous and regular contact with the main Primary Schools in the area, and has available photographs and details of the names of the reception staff. This liaison is maintained at all times so as to ensure that staff have a good knowledge of the school to which a child may be transferring.

Appropriate records (such as My Montessori Learning Journeys) are passed to the school, along with any other relevant information relating to the child's emotional, physical, safeguarding and educational development. Data sharing agreements will be put in place with schools before records are transferred.

Where a child has been recognised as having a special educational need or disability, specific meetings with the SEND Coordinator at the reception school will be arranged to support the transition process.

Records are shared only with the permission of the parents/carers which is obtained at the Admissions process.

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Signed for and on behalf of Foxglove Violet Hill

Lindsey Harvey (Principal) :

Date :

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